

Indiana Department of Education

License Advisor Manual

Licensing Verification and Information System (LVIS)

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Acronym List

AP	Accomplished Practitioner
CPR	Cardiopulmonary Resuscitation
CTE	Career and Technical Education
EI	Educational Interpreter
FAQ	Frequently Asked Questions
IDOE	Indiana Department of Education
IP	Initial Practitioner
IMAP	Indiana Mentoring and Assessment Program
LA	License Advisor
LVIS	Licensing Verification and Information System
OELD	Office of Educator Licensing and Development
PDP	Professional Development Plan
PGP	Professional Growth Plan
PP	Proficient Practitioner
WS	Workplace Specialist

Introduction

Welcome to the Indiana Department of Education's (IDOE's) Licensing Verification and Information System (LVIS). This new online application system has been designed with enhanced self-service features to make it easier and faster for you to apply for and receive your credentials. The following are some of the highlights of LVIS:

- You create a personal profile that you can update as necessary.
- You can instantly upload documents required for licensure during the application process.
- Automatic e-mail messages will be sent to you with updates on the status of your application.
- As soon as your license is approved, you can log in to your LVIS account and print your credential.
- Multiple licenses will be displayed on a single educator credential.
- You can record and track your professional development and have your Professional Growth Plan (PGP) verified by your building administrator online.
- You will no longer experience inconvenience buying a money order or cashier's check. You can pay online with your personal Visa or MasterCard, or use a pre-paid Visa or MasterCard purchased from a local retailer.

For this manual, activities that relate to the user's professional development and licensing activities refer to the user as an applicant. For activities related to License Advisor (LA) functions, the user is referred to as an LA.

Login Page

Figure 1: Login Page



The screenshot shows the LVIS (Licensing Verification and Information System) login page. At the top, there is a header with the Indiana Department of Education logo on the left and the LVIS logo on the right. Below the header, there is a navigation bar with links: Login, Home, Create Profile, FAQ's, and Contact Us. The main content area has a heading "Please login here." and a "Log In" button. Below this, there are input fields for "User Name:" and "Password:". A "Log In" button is located to the right of the password field. At the bottom left, there is a link "Forgot User Name or Password?". At the bottom center, there is a copyright notice: "Copyright © 2011 Indiana Department of Education".

A profile must be created before logging in to the LVIS. If the applicant has not yet created a profile, click the **Create Profile** button on the LVIS *Home* page. This will take the applicant to the *Add Profile* screen. Once the account is activated, then the applicant may log in.

The applicant can log in to the system from the *Home* page by clicking the **Login** button on the left side of the screen. This will take the applicant to the *Login* page (see Figure 1).

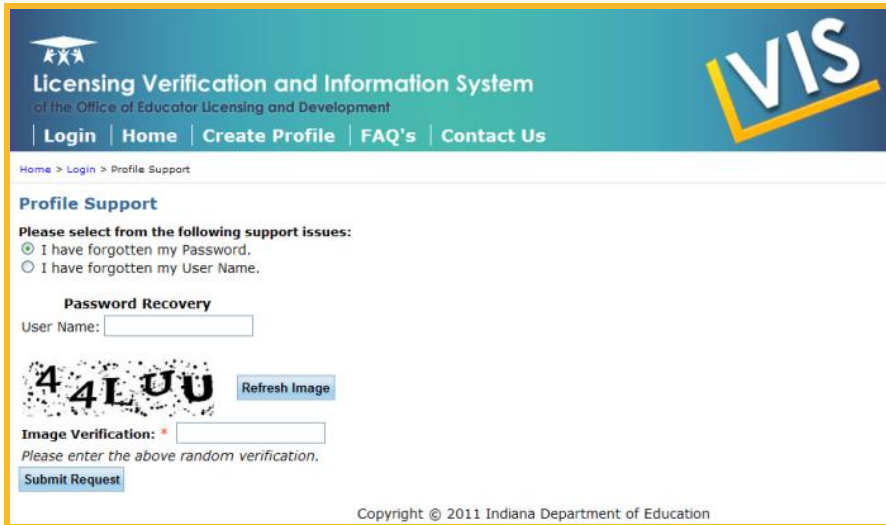
Complete the following fields:

- **User Name** – Type the applicant's user name. This is the user name created by the applicant when completing the applicant profile.
- **Password** – Type the applicant's password. This is the password created by the applicant when completing the applicant profile.

Click the **Log In** button to submit the information (see Figure 1).

If the applicant has forgotten the user name or password, click the *Forgot User Name or Password?* hyperlink.

Figure 2: *Profile Support Page*



The screenshot shows the 'Profile Support' page of the Licensing Verification and Information System (LVIS). The page has a blue header with the LVIS logo and navigation links: Login, Home, Create Profile, FAQ's, and Contact Us. Below the header, there is a breadcrumb trail: Home > Login > Profile Support. The main content area is titled 'Profile Support' and contains a section for selecting support issues. Two radio buttons are present: 'I have forgotten my Password' (selected) and 'I have forgotten my User Name'. Below these, there is a 'Password Recovery' section with a 'User Name' input field. A CAPTCHA image is displayed with the text '44LUU' and a 'Refresh Image' button. Below the CAPTCHA is an 'Image Verification' input field with a red asterisk and a prompt: 'Please enter the above random verification.' At the bottom of the form is a 'Submit Request' button. The footer of the page states 'Copyright © 2011 Indiana Department of Education'.

Click the **I have forgotten my Password** or the **I have forgotten my User Name** radio button (see Figure 2).

- **I have forgotten my Password** – Type the applicant's user name in the **User Name** field.
- **I have forgotten my User Name** – Supply the following information:
 - **First Name** – Type the applicant's first name.
 - **Last name** – Type the applicant's last name.
 - **Email** – Type the applicant's e-mail address.

To complete the process, type the numbers and letters visible on the screen in the **Image Verification** field. If you are unable to read the image, click the **Refresh Image** button.

Click the **Submit Request** button to submit the information. The LVIS will automatically generate an e-mail that is sent to the address the applicant submitted.

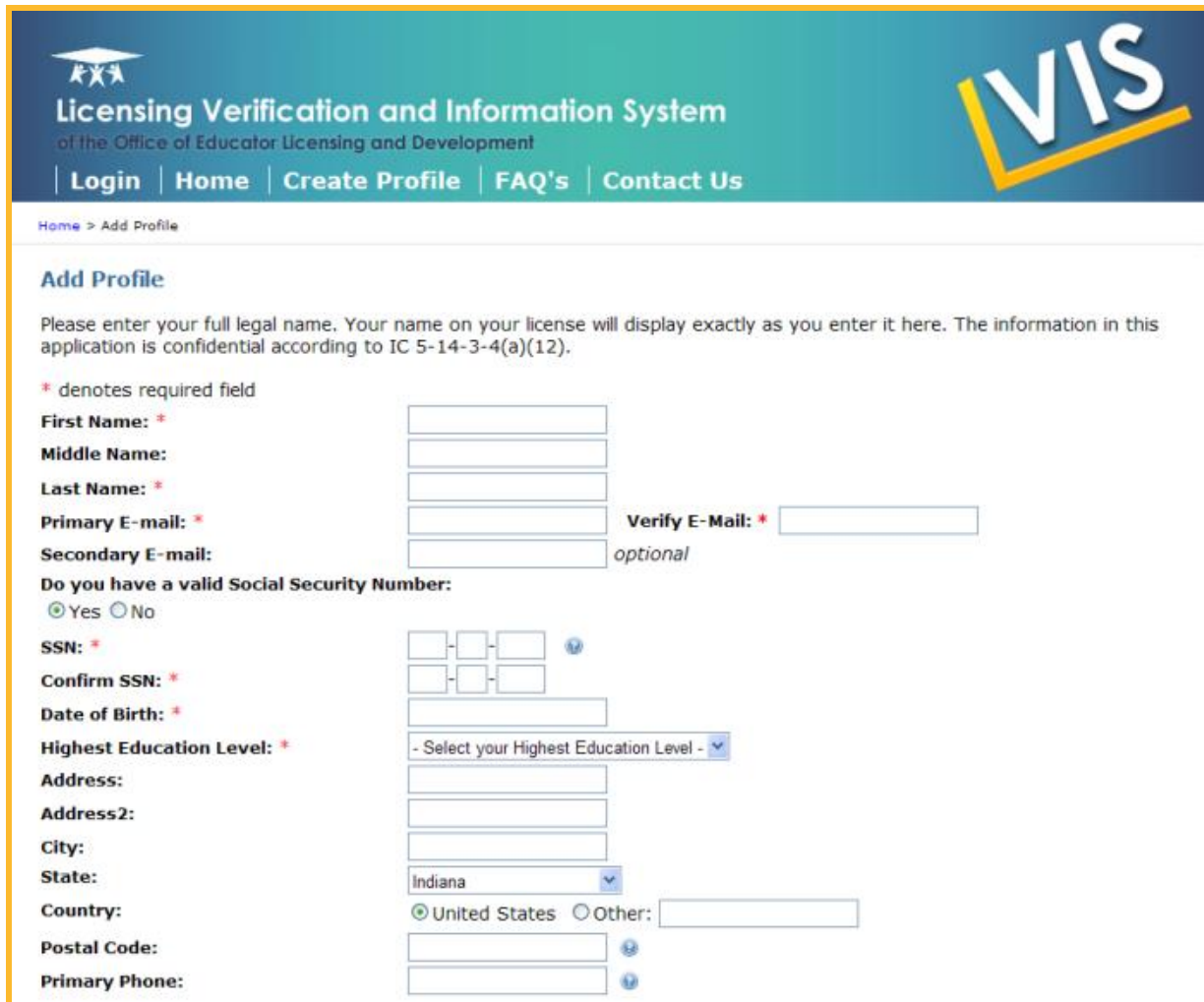
Create Profile

Figure 3: LVIS Home Page



From the LVIS Home page, click the **Create Profile** button (see Figure 3). This will take the applicant to the *Add Profile* screen.

Figure 4: Contact Information Section on the Add Profile Page



Licensing Verification and Information System
of the Office of Educator Licensing and Development

[Login](#) | [Home](#) | [Create Profile](#) | [FAQ's](#) | [Contact Us](#)

[Home](#) > [Add Profile](#)

Add Profile

Please enter your full legal name. Your name on your license will display exactly as you enter it here. The information in this application is confidential according to IC 5-14-3-4(a)(12).

* denotes required field

First Name: *

Middle Name:

Last Name: *

Primary E-mail: * **Verify E-Mail: ***

Secondary E-mail: *optional*

Do you have a valid Social Security Number:
☒ Yes ☐ No

SSN: * - - ⓘ

Confirm SSN: * - -

Date of Birth: *

Highest Education Level: * - Select your Highest Education Level - ▾

Address:

Address2:

City:

State: ▾

Country: ☒ United States ☐ Other:

Postal Code: ⓘ

Primary Phone: ⓘ

Contact Information


Complete the following fields (see Figure 4):

- **First Name (required)** – Type the applicant's legal first name.
- **Middle Name** – Type the applicant's legal middle name.
- **Last Name (required)** – Type the applicant's legal last name.
- **Primary E-mail (required)** – Type the applicant's e-mail address. This is the address that will be used to communicate with the applicant.
- **Verify E-mail (required)** – Type the applicant's e-mail address again.
- **Secondary E-mail** – Type the applicant's secondary e-mail address, if applicable.
- **Do you have a valid Social Security Number** – Click the **Yes** or **No** radio button.
 - **Yes** – If you have a valid Social Security Number (SSN), continue filling in the remaining fields.
 - **No** – Selecting **No** removes the **SSN** fields from the form. Continue filling in the remaining fields. If you do not have a valid SSN, you will be limited to the types of

licenses for which you may apply. This might be reserved for a visiting teacher who is a foreign national without a valid SSN, but holds a valid VISA or state identification card.

- **SSN (required)** – The agency is requesting disclosure of your SSN in accordance with 42 USC 666(a)13. Disclosure is mandatory and this application cannot be processed without it.
- **Confirm SSN (required)** – Type the applicant's SSN again.
- **Date of Birth (required)** – Type the applicant's date of birth.
- **Highest Education Level (required)** – Select the applicant's highest education level from the drop-down menu:
 - None
 - High School Degree or Equivalent
 - Academic Degree
- **Address** – Type the applicant's address.
- **Address2** – Type the applicant's additional address information.
- **City** – Type the applicant's city.
- **State** – Select the applicant's state from the drop-down menu.
- **Country** – Click the **United States** or **Other** radio button. If the applicant clicks the **Other** radio button, type the name of the country in the **Other** field.
- **Postal Code** – Type the applicant's postal code.
- **Primary Phone** – Type the applicant's work phone.

Figure 5: *Profile Information Section on the Add Profile Page*



The screenshot shows a form for creating a profile. It includes fields for User Name, Password, Confirm Password, and three Security Questions with their respective answers. There is also an Image Verification section with a random image and a Refresh Image button. At the bottom, there is a checkbox for agreeing to the disclaimer and a Create Profile button.

User Name: *

Password: * *Password is case sensitive.*

Confirm Password: *

Security Questions: *

Question 1: - Select One -

Answer 1:

Question 2: - Select One -

Answer 2:

Question 3: - Select One -

Answer 3:

Image Verification: *

Please enter the above random verification.

☐ Agree To Disclaimer. View disclaimer [here](#)

Profile Information

Complete the following fields (see Figure 5):

- **User Name (required)** – Type a user name for the LVIS. The applicant may choose any user name.
- **Password (required)** – Type a password for the LVIS. The password is case sensitive. The applicant may choose any password as long as it meets certain requirements. The password must:
 - Contain at least eight alphanumeric characters or symbols.
 - Not include the username.
 - Include three of the following requirements:
 - Capital letters.
 - Lowercase letters.
 - Numerals.
 - Special characters.
- **Confirm Password (required)** – Type the applicant's password again.
- **Security Questions (required)** – Select a question from the drop-down menu. Type the answer to the question in the Answer field. Select and answer three different questions.
- **Image Verification (required)** – Type the numbers and letters visible on the screen. If you are unable to read the image, click the **Refresh Image** button.

To complete the profile creation process, place a checkmark in the **Agree to Disclaimer** box. To view the disclaimer, click the *here* hyperlink.

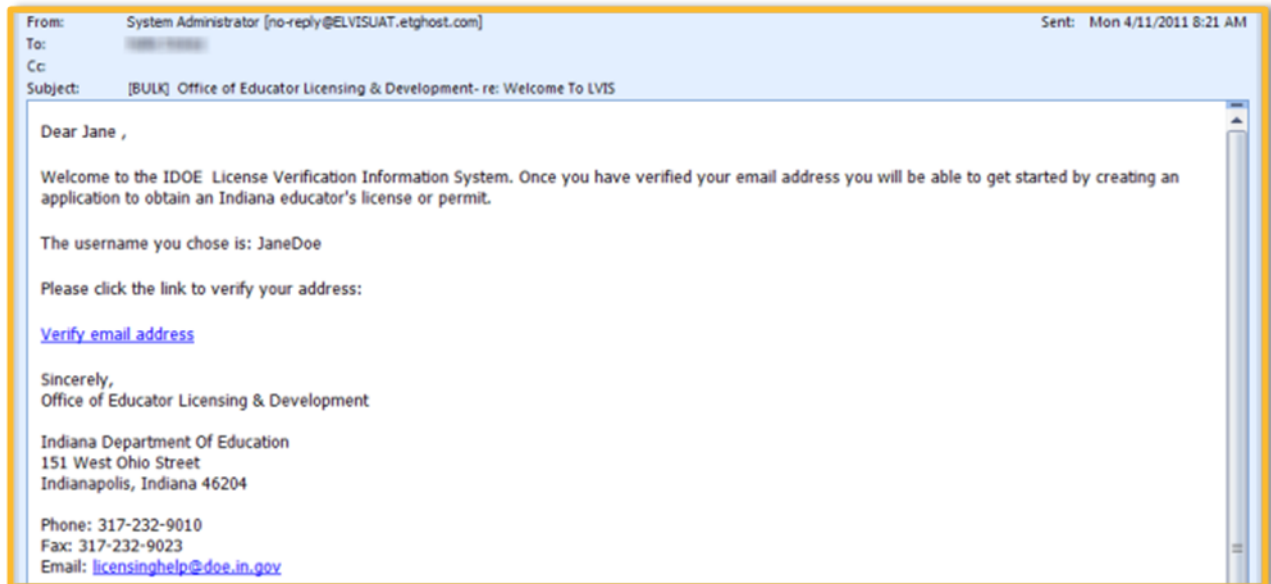
Click the **Create Profile** button to submit the information and create a profile. The LVIS will automatically generate an e-mail that is sent to the address the applicant submitted in the profile creation process.

Figure 6: *My LVIS* Screen



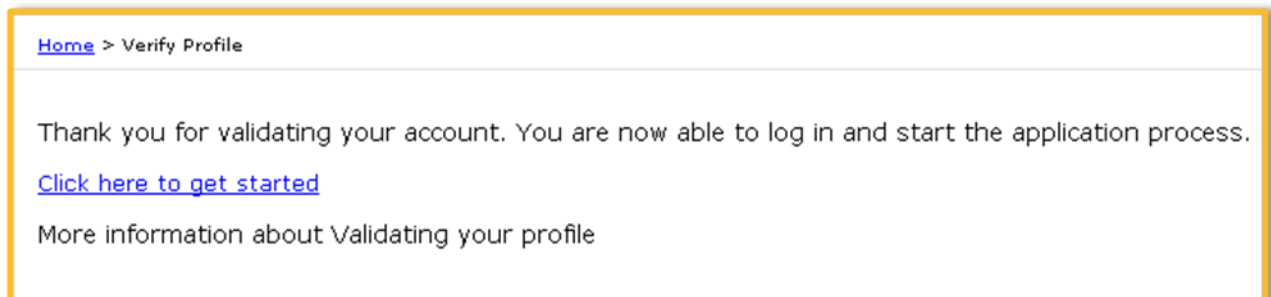
If you do not receive the e-mail, click the *Resend Verification Email* hyperlink (see Figure 6). Items that require attention, if any, are in red print at the bottom of the screen.

Figure 7: Welcome E-mail



The applicant must click the *Verify email address* hyperlink to move to the application process (see Figure 7).

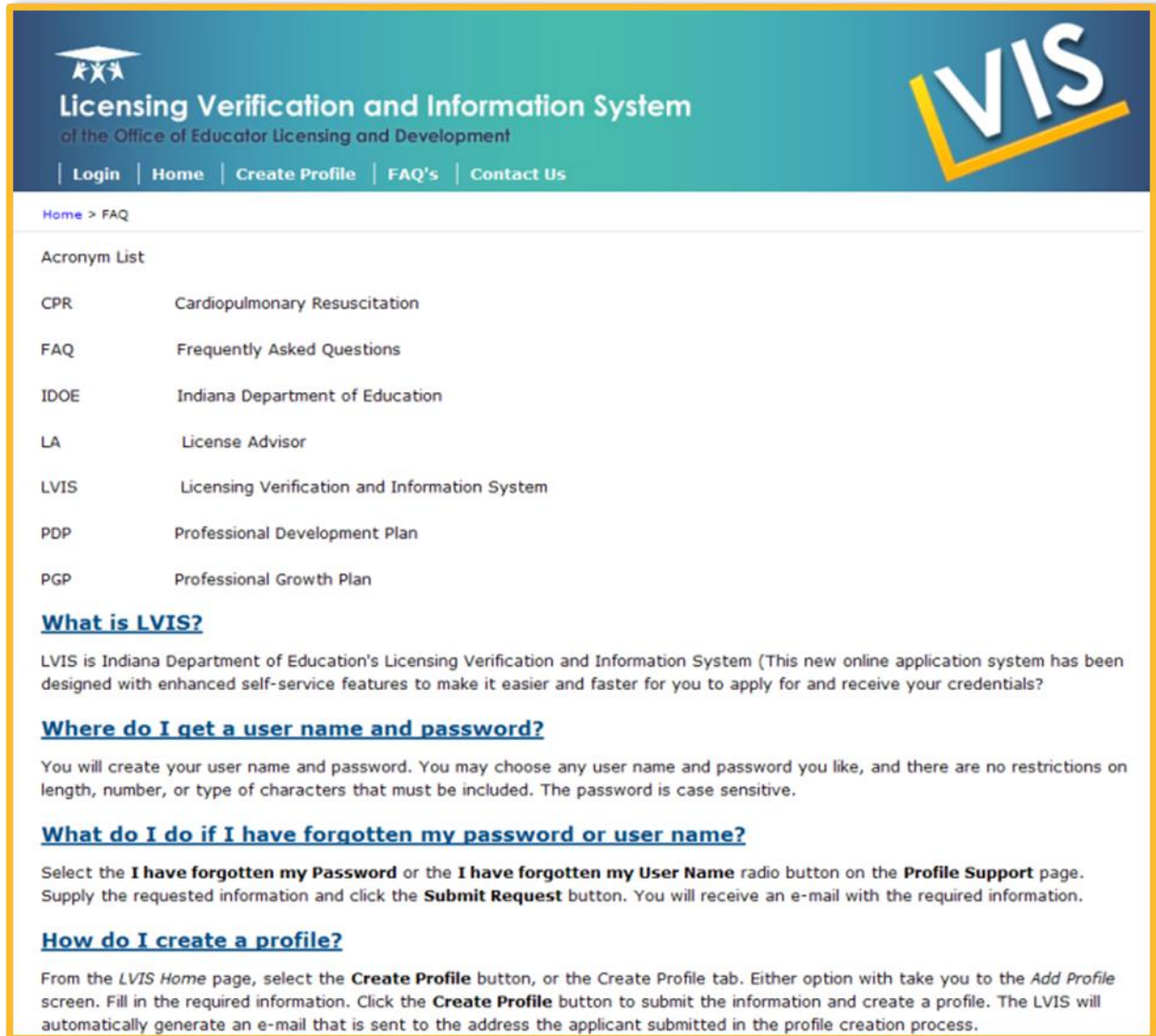
Figure 8: Verify Profile Page



Click the *Click here to get started* hyperlink to log in to LVIS (see Figure 8).

FAQs

Figure 9: FAQs Page



The screenshot shows the LVIS (Licensing Verification and Information System) website. The header includes the Indiana Department of Education logo, the title "Licensing Verification and Information System of the Office of Educator Licensing and Development", and navigation links: Login, Home, Create Profile, FAQ's, and Contact Us. The main content area is titled "Home > FAQ" and contains an "Acronym List" with the following entries:

CPR	Cardiopulmonary Resuscitation
FAQ	Frequently Asked Questions
IDOE	Indiana Department of Education
LA	License Advisor
LVIS	Licensing Verification and Information System
PDP	Professional Development Plan
PGP	Professional Growth Plan

Below the acronym list, there are four sections of frequently asked questions:

- What is LVIS?**
LVIS is Indiana Department of Education's Licensing Verification and Information System (This new online application system has been designed with enhanced self-service features to make it easier and faster for you to apply for and receive your credentials?)
- Where do I get a user name and password?**
You will create your user name and password. You may choose any user name and password you like, and there are no restrictions on length, number, or type of characters that must be included. The password is case sensitive.
- What do I do if I have forgotten my password or user name?**
Select the **I have forgotten my Password** or the **I have forgotten my User Name** radio button on the **Profile Support** page. Supply the requested information and click the **Submit Request** button. You will receive an e-mail with the required information.
- How do I create a profile?**
From the **LVIS Home** page, select the **Create Profile** button, or the **Create Profile** tab. Either option will take you to the **Add Profile** screen. Fill in the required information. Click the **Create Profile** button to submit the information and create a profile. The LVIS will automatically generate an e-mail that is sent to the address the applicant submitted in the profile creation process.

Click the FAQ's tab to access frequently asked questions. A page containing a list of FAQs will display (see Figure 9).

Contact Us

Figure 10: *Contact Us* Page



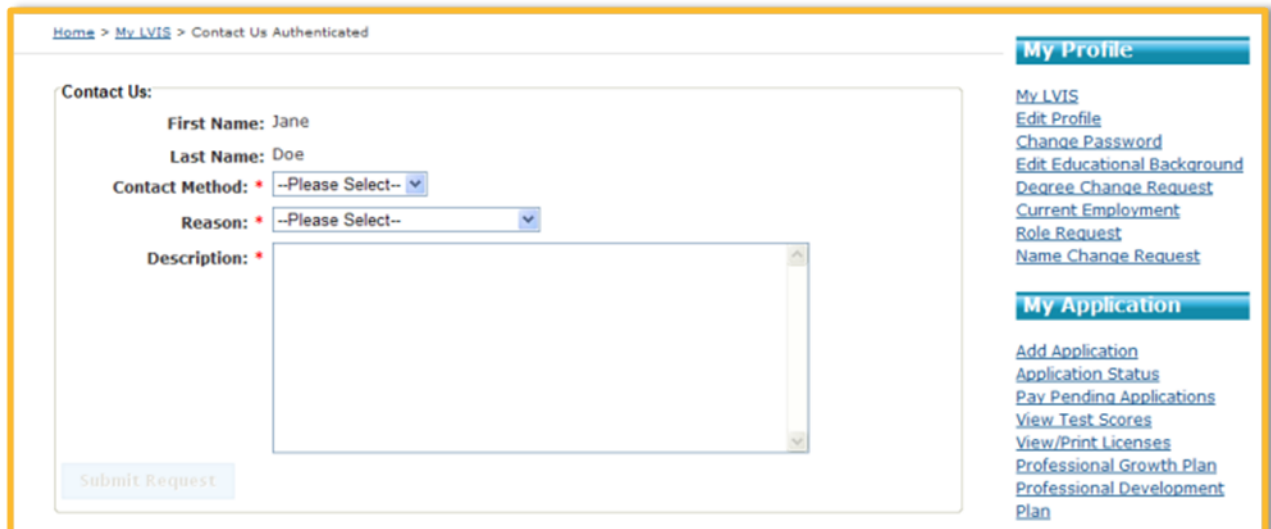
Home > Contact Us

Contact Us

Indiana Department of Education
151 West Ohio Street
Indianapolis, Indiana 46204
Phone: 317-232-6610
Fax: 317-232-8004
webmaster@doe.in.gov

The applicant can navigate to the *Contact Us* page by clicking the *Contact Us* tab at the top of the screen (see Figure 10). They may also use the **Contact Us** button on the *Home* page. This will open an e-mail for the user to complete and send.

Figure 11: *Contact Us Authenticated Page*



Home > My LVIS > Contact Us Authenticated

Contact Us:

First Name: Jane
Last Name: Doe
Contact Method: * --Please Select--
Reason: * --Please Select--
Description: *

[Submit Request](#)

My Profile

[My LVIS](#)
[Edit Profile](#)
[Change Password](#)
[Edit Educational Background](#)
[Degree Change Request](#)
[Current Employment](#)
[Role Request](#)
[Name Change Request](#)

My Application

[Add Application](#)
[Application Status](#)
[Pay Pending Applications](#)
[View Test Scores](#)
[View/Print Licenses](#)
[Professional Growth Plan](#)
[Professional Development Plan](#)

Once logged in, an applicant may click the *Contact Us* hyperlink under the LVIS logo (see Figure 11).

Complete the following fields:

- **Contact Method (required)** – Select the contact method from the drop-down menu:
 - Phone
 - E-mail
- **Reason (required)** – Select the reason from the drop-down menu:
 - Issue Applying for license
 - Issue with My Profile
 - Issue with Payment
 - Teacher Questions
 - Workplace Specialist Questions
 - School/School Corp Questions
 - Other
- **Description** – Type the description of your reason for contact in the text box.

Click the Submit Request button to submit the information.

License Advisor List

Figure 12: License Advisor List Page

[Home](#) > [My LVIS](#) > License Advisor List

IDOE welcomes **Hallie Stokes** to the LVIS portal.

Hallie Stokes
hstokes@brilliant.com
License Advisor for Indiana University/Purdue University/Fort Wayne

Indiana University/Purdue University/Fort Wayne Work Queue

First Name	Last Name	Area	Date Created	
Hallie	Stokes	Russian	1/25/2011	Code Application
Hallie	Stokes	Admin	1/28/2011	Code Application
Hallie	Stokes	social worker	4/1/2011	Code Application
Hallie	Stokes	Historical Perspectives	4/1/2011	Code Application
Hallie	Stokes	Rules 2002 - Professional Educator License / Instructional / Accomplished Practitioner	4/1/2011	Code Application
Hallie	Stokes	Rules 2002 - Professional Educator License / Instructional / Proficient Practitioner	4/1/2011	Code Application
Hallie	Stokes	counselor	4/14/2011	Code Application
Hallie	Stokes	Psychology	4/14/2011	Code Application
Hallie	Stokes	Russian	4/14/2011	Code Application
Hallie	Stokes	BLA	4/14/2011	Code Application
Hallie	Stokes	russian	4/25/2011	Code Application

Total number of licenses in work queue: 17

My Profile

[My LVIS](#)
[Edit Profile](#)
[Change Password](#)
[Edit Educational Background](#)
[Degree Change Request](#)
[Current Employment](#)
[Role Request](#)
[Name Change Request](#)

My Application

[Add Application](#)
[Application Status](#)
[Pay Pending Applications](#)
[View Test Scores](#)
[View/Print Licenses](#)
[Professional Growth Plan](#)
[Professional Development Plan](#)

License Advisor Information

[Work Queue](#)
[Application Search](#)

After logging in, the LA is taken to the *License Advisor List* page (see Figure 12). On this page, the LA will see all applications ready for review in the table. To review an application, click the *Code Application* hyperlink.

In addition to application review activities, the LA also has access to his or her own professional profile within the LVIS. Click the hyperlinks on the right side of the screen to view the following pages:

- My Profile
 - *My LVIS* – Click this to return to the *My LVIS* page.
 - *Edit Profile* – Click this to change profile information.
 - *Change Password* – Click this to change password information.
 - *Edit Educational Background* – Click this to edit educational background.
 - *Degree Change Request* – Click this to change degree information.
 - *Current Employment* – Click this to add current employment information.
 - *Name Change Request* – Click this to request a name change.

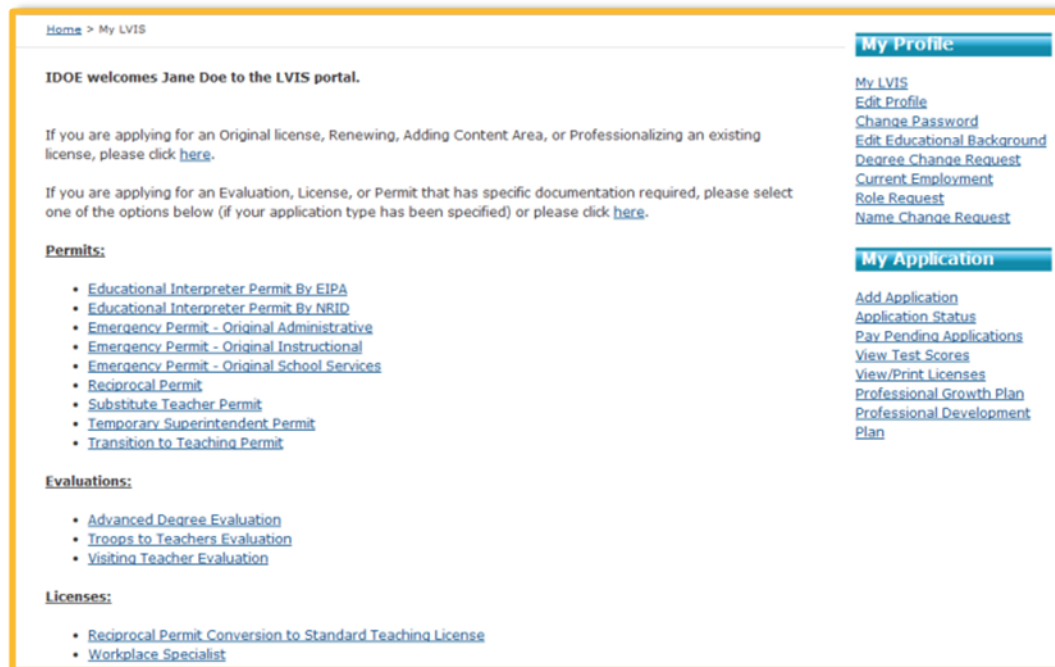
- My Application
 - *Add Application* – Click this to add an application.
 - *Application Status* – Click this to check the status of a submitted application.
 - *Pay Pending Applications* – Click this to pay for a pending application.
 - *Professional Growth Plan* – Click this to review the PGP.
 - *Print License* – Click this to print a copy of a license.
- License Advisor Information
 - *Work Queue* – Click this to return to the *License Advisor List* page.
 - *Application Search* – Click this to search for applications in the system.

My Profile

The following subsections are part of the *My Profile* section.

My LVIS

Figure 13: My LVIS Page



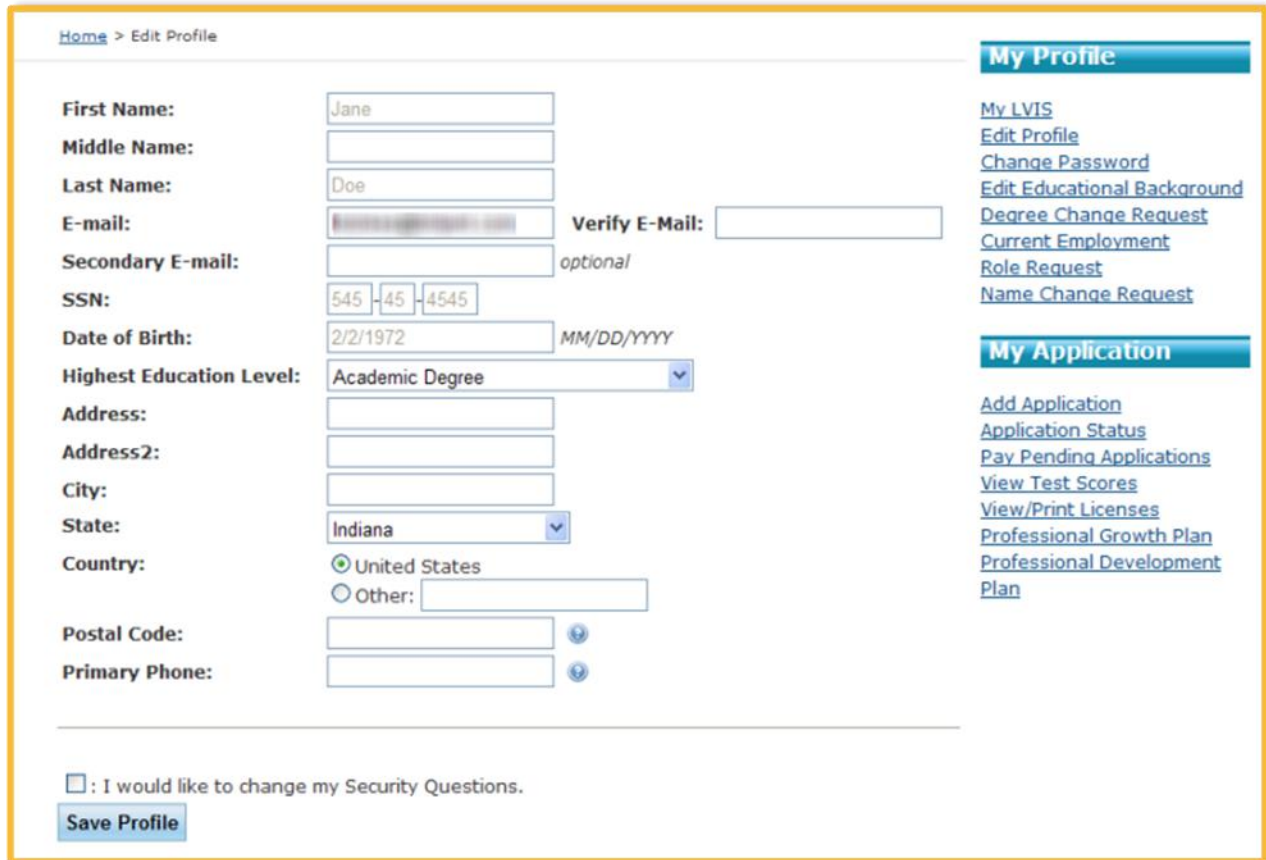
Click one of the *here* hyperlinks to manually select and create an application (see Figure 13). If an application type has been specified, select the correct hyperlink from the following sections:

- Permits
 - *Educational Interpreter Permit by EIPA*
 - *Educational Interpreter Permit by NRID*
 - *Emergency Permit – Original Administrative*
 - *Emergency Permit – Original Instructional*
 - *Emergency Permit – Original School Services*
 - *Reciprocal Permit*
 - *Substitute Teacher Permit*
 - *Temporary Superintendent Permit*
 - *Transition to Teaching Permit*
- Evaluations
 - *Advanced Degree Evaluation*
 - *Troops to Teachers Evaluation*
 - *Visiting Teacher Evaluation*
- Licenses
 - *Reciprocal Permit Conversion to Standard Teaching License*

-
- *Workplace Specialist*

Edit Profile

Figure 14: *Edit Profile* Page



The screenshot shows the 'Edit Profile' page. At the top left is a breadcrumb 'Home > Edit Profile'. The main form contains the following fields: First Name (Jane), Middle Name (empty), Last Name (Doe), E-mail (redacted), Secondary E-mail (empty, optional), SSN (545-45-4545), Date of Birth (2/2/1972, MM/DD/YYYY), Highest Education Level (Academic Degree, dropdown), Address (empty), Address2 (empty), City (empty), State (Indiana, dropdown), Country (United States, radio button selected; Other: empty, radio button unselected), Postal Code (empty), and Primary Phone (empty). To the right of the form is a 'My Profile' sidebar with links: My LVIS, Edit Profile, Change Password, Edit Educational Background, Degree Change Request, Current Employment, Role Request, and Name Change Request. Below this is a 'My Application' sidebar with links: Add Application, Application Status, Pay Pending Applications, View Test Scores, View/Print Licenses, Professional Growth Plan, and Professional Development Plan. At the bottom of the form is a checkbox 'I would like to change my Security Questions.' and a 'Save Profile' button.

Complete the following fields (see Figure 14):

- **First Name** – Type the applicant's legal first name.
- **Middle Name** – Type the applicant's legal middle name, if applicable.
- **Last Name** – Type the applicant's legal last name.
- **E-mail** – Type the applicant's e-mail address. This is the address that will be used to communicate with the applicant.
- **Verify E-mail** – Type the applicant's e-mail address again.
- **Secondary E-mail** – Type the applicant's secondary e-mail address, if applicable.
- **SSN** – Type the applicant's SSN.
- **Date of Birth** – Type the applicant's date of birth.
- **Highest Education Level** – Select the applicant's highest education level from the drop-down menu:
 - None
 - High School Degree or Equivalent
 - Academic Degree
- **Address** – Type the applicant's address.

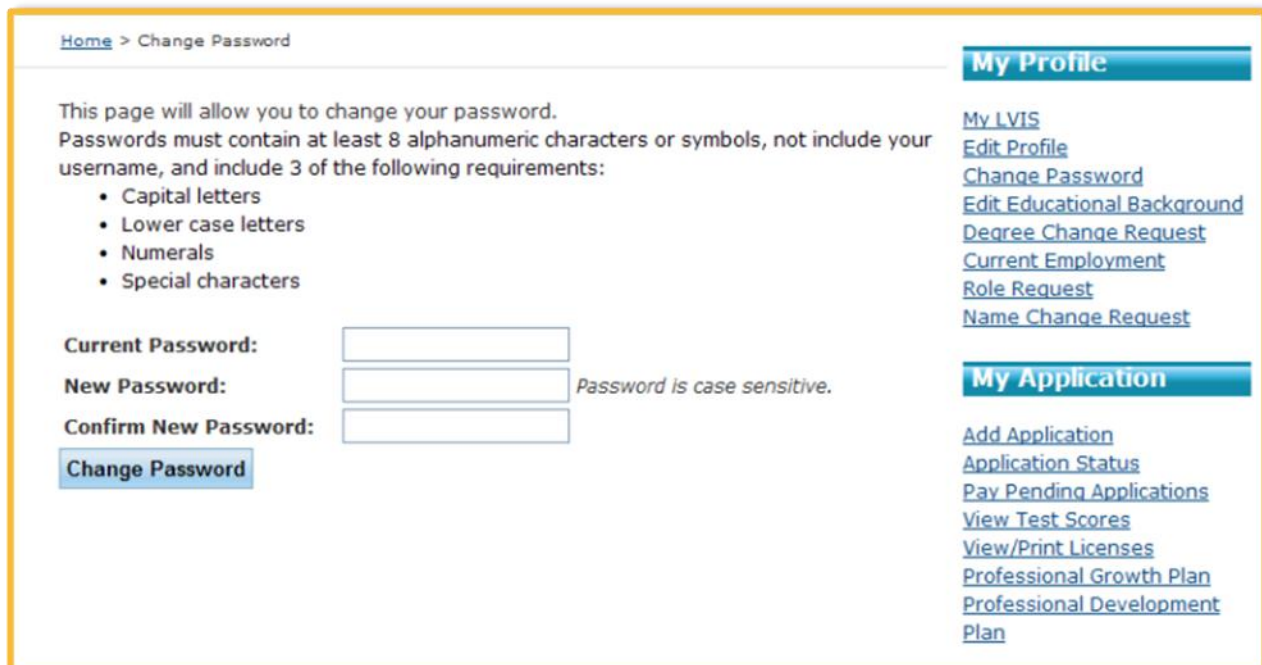
- **Address2** – Type the applicant's additional address information.
- **City** – Type the applicant's city.
- **State** – Select the applicant's state from the drop-down menu.
- **Country** – Click the **United States** or **Other** radio button. If the applicant clicks the **Other** radio button, type the name of the country in the **Other** field.
- **Postal Code** – Type the applicant's postal code.
- **Primary Phone** – Type the applicant's phone number.

To change the security questions, place a check mark in the **I would like to change my Security Settings** check box. The security question drop-down menu will appear. Select a question from the drop-down menu. Type the answer to the question in the **Answer** field. Select and answer three different questions.

Click the **Save Profile** button to submit the information and save the changes.

Change Password

Figure 15: *Change Password Page*



The screenshot shows a web page titled "Change Password". At the top left, there is a breadcrumb link "Home > Change Password". The main content area contains instructions: "This page will allow you to change your password. Passwords must contain at least 8 alphanumeric characters or symbols, not include your username, and include 3 of the following requirements: Capital letters, Lower case letters, Numerals, Special characters". Below these instructions are three input fields labeled "Current Password:", "New Password:", and "Confirm New Password:". To the right of the "New Password:" field, there is a note "Password is case sensitive.". Below the input fields is a blue button labeled "Change Password". On the right side of the page, there are two sections: "My Profile" and "My Application". The "My Profile" section contains links: "My LVIS", "Edit Profile", "Change Password", "Edit Educational Background", "Degree Change Request", "Current Employment", "Role Request", and "Name Change Request". The "My Application" section contains links: "Add Application", "Application Status", "Pay Pending Applications", "View Test Scores", "View/Print Licenses", "Professional Growth Plan", and "Professional Development Plan".

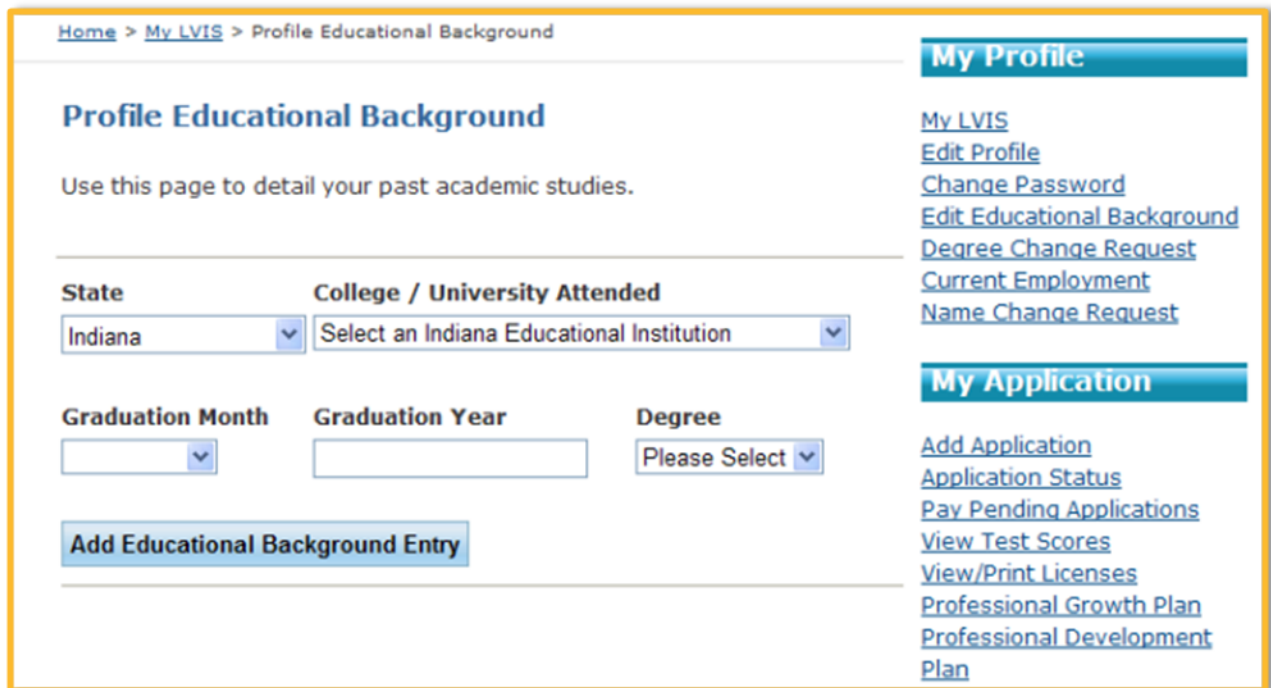
Complete the following fields (see Figure 15):

- **Current Password** – Type the applicant's current password in the field.
- **New Password** – Type a password for the LVIS. The password is case sensitive. The applicant may choose any password as long as the password requirements are met.
- **Confirm New Password** – Type the applicant's new password again.

Click the **Change Password** button to submit the information and save the changes.

Edit Educational Background

Figure 16: *Edit Educational Background Page*



The screenshot shows the 'Edit Educational Background' page. At the top, there is a breadcrumb trail: [Home](#) > [My LVIS](#) > Profile Educational Background. The main heading is 'Profile Educational Background' with a subtext: 'Use this page to detail your past academic studies.' Below this, there are four input fields: 'State' (a dropdown menu with 'Indiana' selected), 'College / University Attended' (a dropdown menu with 'Select an Indiana Educational Institution' selected), 'Graduation Month' (a dropdown menu), and 'Graduation Year' (a text input field). To the right of these fields is a 'Degree' dropdown menu with 'Please Select' chosen. Below the input fields is a blue button labeled 'Add Educational Background Entry'. On the right side of the page, there are two sections: 'My Profile' with links for 'My LVIS', 'Edit Profile', 'Change Password', 'Edit Educational Background', 'Degree Change Request', 'Current Employment', and 'Name Change Request'; and 'My Application' with links for 'Add Application', 'Application Status', 'Pay Pending Applications', 'View Test Scores', 'View/Print Licenses', 'Professional Growth Plan', and 'Professional Development Plan'.

Complete the following fields (see Figure 16):

- **State** – Select the state from the drop-down menu.
- **College/University Attended** –
 - If the applicant selects Indiana in the **State** field, a drop-down menu containing the names of Indiana colleges and universities is available. Select the correct institution from the drop-down menu.
 - If the applicant selects any state other than Indiana in the **State** field, this field is blank. Type the name of the institution.
- **Graduation Month** – Select the graduation month from the drop-down menu.
- **Graduation Year** – Type the year of graduation.
- **Degree** – Select the type of degree from the drop-down menu. Options include the following:
 - Associate
 - Bachelor
 - Master
 - Doctorate
 - Specialist
 - None

Click the **Add Educational Background Entry** button to submit the information.

Figure 17: *Profile Educational Background Page*

Home > My LVIS > Profile Educational Background

Profile Educational Background

Use this page to detail your past academic studies.

College / University	Degree or Coursework	Date of Graduation / Attendance	State	
Indiana University/Purdue University/Fort Wayne	Doctorate	2000-05	Indiana	Remove

State: College / University Attended:

Graduation Month: Graduation Year: Degree:

[Add Educational Background Entry](#)

[Save Educational Background](#)

My Profile

[My LVIS](#)
[Edit Profile](#)
[Change Password](#)
[Edit Educational Background](#)
[Degree Change Request](#)
[Current Employment](#)
[Role Request](#)
[Name Change Request](#)

My Application

[Add Application](#)
[Application Status](#)
[Pay Pending Applications](#)
[View Test Scores](#)
[View/Print Licenses](#)
[Professional Growth Plan](#)
[Professional Development Plan](#)

The applicant will be able to review the educational background information and make additional entries using the same process for each institution attended (see Figure 17).

To remove an institution or degree from the list, click the **Remove** button to the right of an entry.

When all education information has been added, click the **Save Educational Background** button to save the information. This will also take the applicant to Step 1 of the application process. The application process may also be accessed by clicking the *Add Application* hyperlink.

Degree Change Request

Figure 18: *Degree Change Request* Page

Home > My LVIS > Degree Change Request

All fields are required to complete the degree change form. There is a \$35, non-refundable, fee to request a degree change.

Please send a copy of your official transcripts to the address below.
Indiana Department Of Education
Office of Educator Licensing and Development
Attention: Transcripts
151 West Ohio Street
Indianapolis, Indiana 46204

Date Degree Changed

New Degree: * --Please Select--
Effective On: *

Supporting Documentation

Document: * Browse...
Notes:

Billing Information:

Name on card: * Jane Doe
Address: *
Address2:
City: *
State: * Indiana
Postal Code: *
Phone: *

Credit Card Information:

Card Type: * Please Select
Card Number: *
Expiration Month: * Please Select
Expiration Year: * Please Select
CC Verification Code: *

[Review Summary](#)

This document complies with State Form 46701 (R11/7-09)

My Profile

[My LVIS](#)
[Edit Profile](#)
[Change Password](#)
[Edit Educational Background](#)
[Degree Change Request](#)
[Current Employment](#)
[Role Request](#)
[Name Change Request](#)

My Application

[Add Application](#)
[Application Status](#)
[Pay Pending Applications](#)
[View Test Scores](#)
[View/Print Licenses](#)
[Professional Growth Plan](#)
[Professional Development Plan](#)

Complete the following fields (see Figure 18):

In the Date Degree Changed section:

- **New Degree** – Select the type of degree from the drop-down menu. Options include the following:
 - Advanced
 - Associate
 - Bachelor
 - Master
 - Doctorate
 - Specialist
 - None

In the Supporting Documentation section:

- **Document** – Click the **Browse** button to select the document from a computer.
- **Notes** – Type any additional information in this field.

In the Billing Information section:

- **Name on card** – Type the name as it appears on the credit card.
- **Address** – Type the billing address.
- **Address2** – Type the additional billing address information.
- **City** – Type the billing address city.
- **State** – Select the billing address state from the drop-down menu.
- **Postal Code** – Type the billing address postal code.

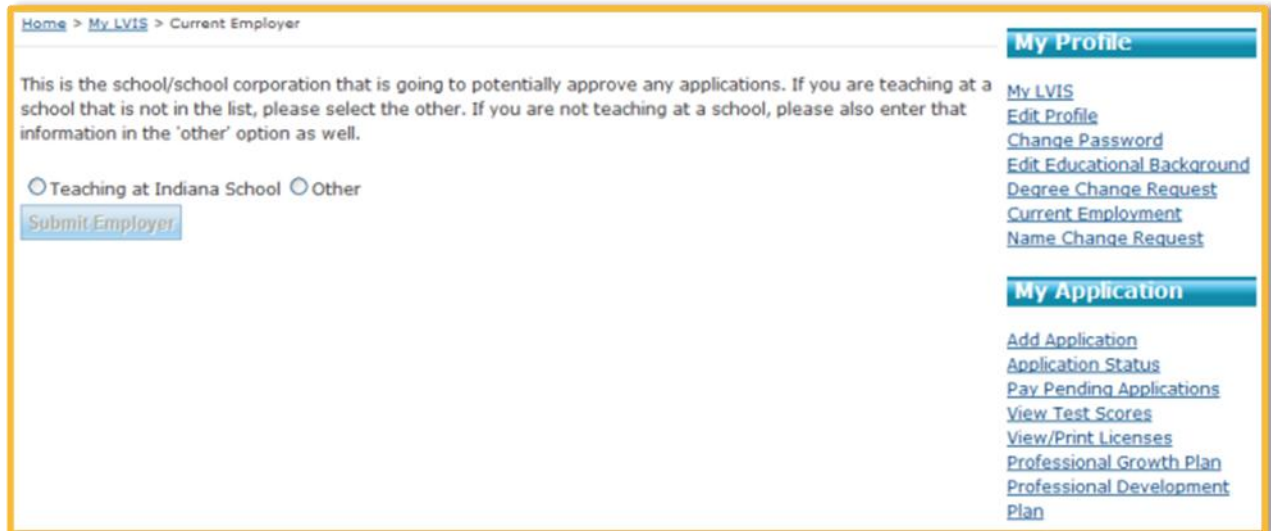
In the Credit Card Information section:

- **Card Type** – Select the card type from the drop-down menu. Card type choices include:
 - MasterCard
 - Visa
- **Card Number** – Type the credit card number.
- **Expiration Month** – Select the card expiration date month from the drop-down menu.
- **Expiration Year** – Select the card expiration date year from the drop-down menu.
- **CC Verification Code** – Type the verification code from the back of the card.

Click the **Review Summary** button to review the information.

Current Employment

Figure 19: *Current Employer Page*



Home > My LVIS > Current Employer

This is the school/school corporation that is going to potentially approve any applications. If you are teaching at a school that is not in the list, please select the other. If you are not teaching at a school, please also enter that information in the 'other' option as well.

☐ Teaching at Indiana School ☐ Other

[Submit Employer](#)

My Profile

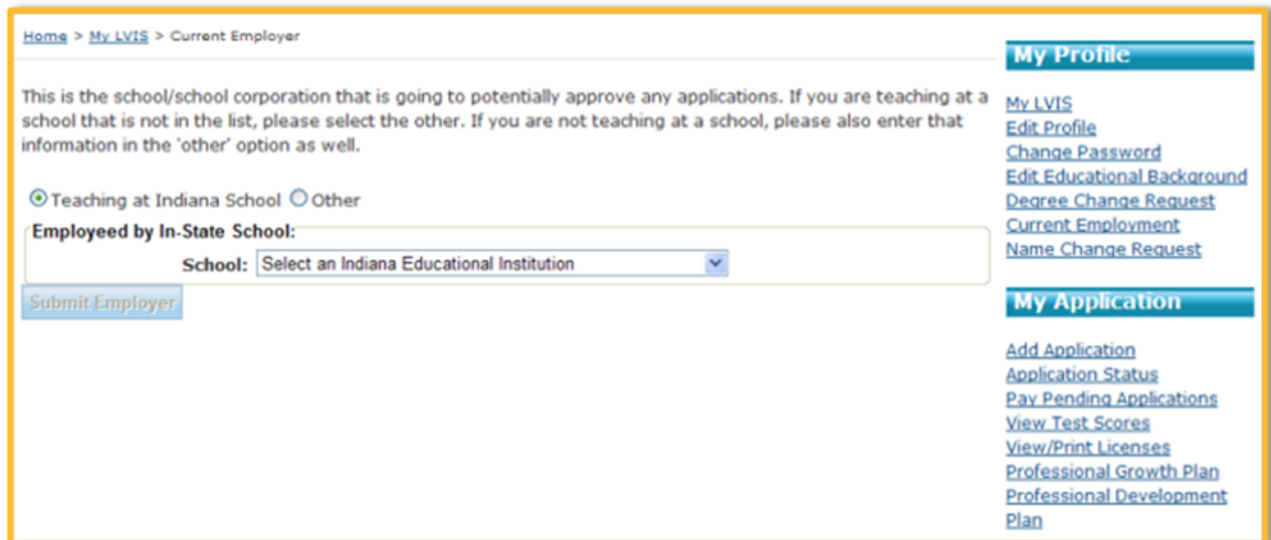
- [My LVIS](#)
- [Edit Profile](#)
- [Change Password](#)
- [Edit Educational Background](#)
- [Degree Change Request](#)
- [Current Employment](#)
- [Name Change Request](#)

My Application

- [Add Application](#)
- [Application Status](#)
- [Pay Pending Applications](#)
- [View Test Scores](#)
- [View/Print Licenses](#)
- [Professional Growth Plan](#)
- [Professional Development Plan](#)

Click the correct radio button (see Figure 19).

Figure 20: *Teaching at Indiana School Radio Button on the Current Employer Page*



Home > My LVIS > Current Employer

This is the school/school corporation that is going to potentially approve any applications. If you are teaching at a school that is not in the list, please select the other. If you are not teaching at a school, please also enter that information in the 'other' option as well.

☒ Teaching at Indiana School ☐ Other

Employed by In-State School:

School:

[Submit Employer](#)

My Profile

- [My LVIS](#)
- [Edit Profile](#)
- [Change Password](#)
- [Edit Educational Background](#)
- [Degree Change Request](#)
- [Current Employment](#)
- [Name Change Request](#)

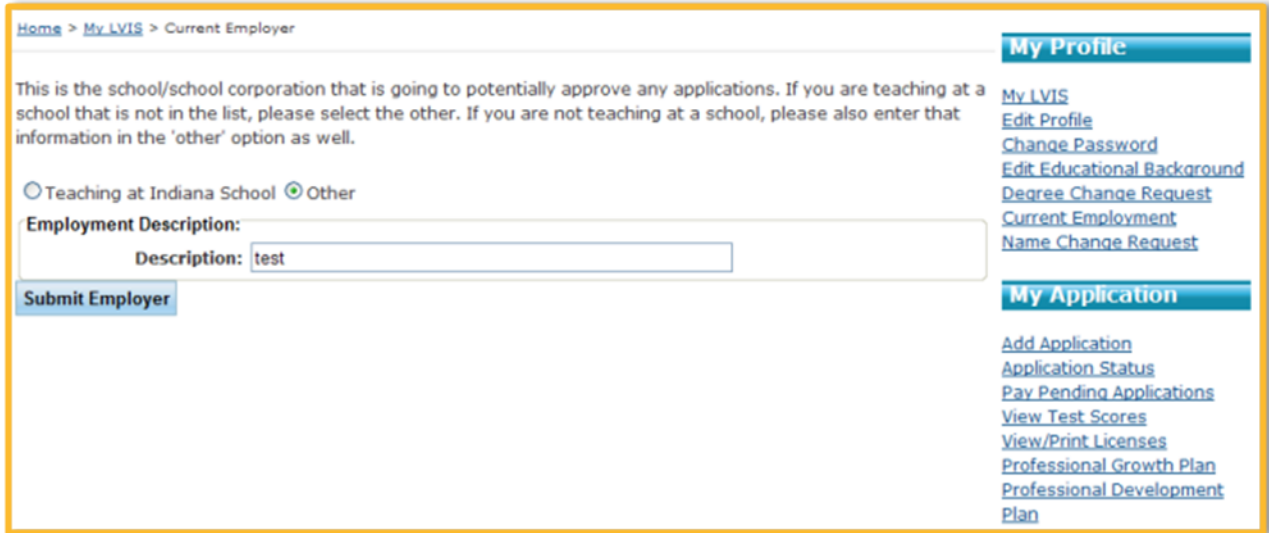
My Application

- [Add Application](#)
- [Application Status](#)
- [Pay Pending Applications](#)
- [View Test Scores](#)
- [View/Print Licenses](#)
- [Professional Growth Plan](#)
- [Professional Development Plan](#)

If the applicant is currently teaching at an Indiana school, click the **Teaching at Indiana School** radio button (see Figure 20).

- In the Employed by In-State School section, in the **School** field, select an Indiana educational institution from the drop-down menu.
- If the applicant is teaching at a school not on the list, click the **Other** radio button and type the information in the **Description** field.

Figure 21: Other Radio Button on the *Current Employer* Page



Home > My LVIS > Current Employer

This is the school/school corporation that is going to potentially approve any applications. If you are teaching at a school that is not in the list, please select the other. If you are not teaching at a school, please also enter that information in the 'other' option as well.

☐ Teaching at Indiana School ☒ Other

Employment Description:

Description: test

Submit Employer

My Profile

[My LVIS](#)
[Edit Profile](#)
[Change Password](#)
[Edit Educational Background](#)
[Degree Change Request](#)
[Current Employment](#)
[Name Change Request](#)

My Application

[Add Application](#)
[Application Status](#)
[Pay Pending Applications](#)
[View Test Scores](#)
[View/Print Licenses](#)
[Professional Growth Plan](#)
[Professional Development Plan](#)

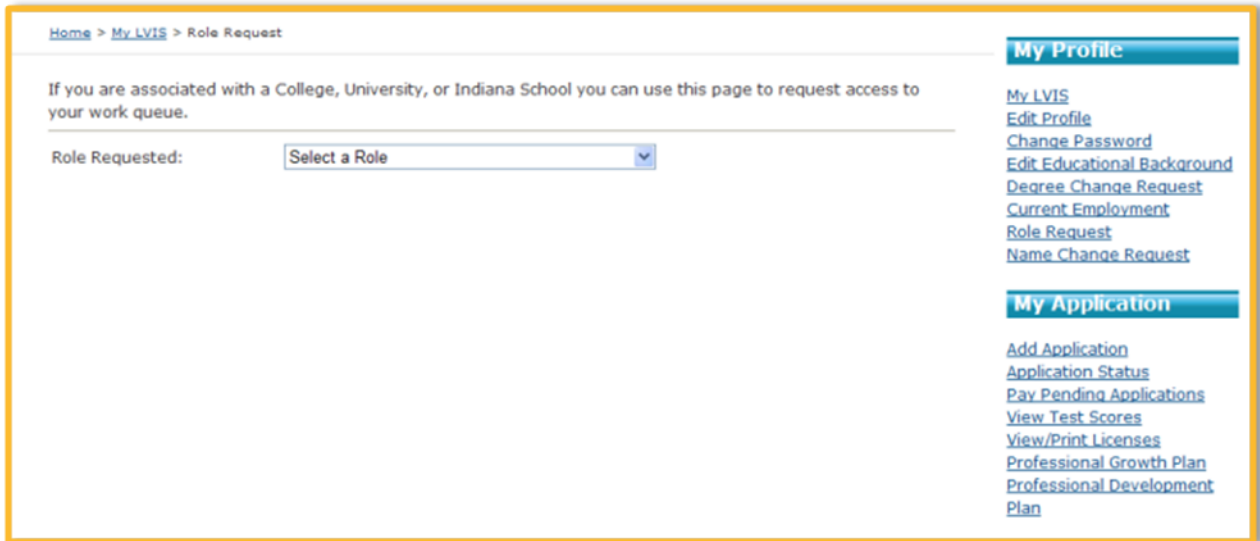
If the applicant is currently not teaching at a school, or is teaching at a school not on the list, click the **Other** radio button (see Figure 21).

- In the Employment Description section, in the **Description** field, type the name of educational institution where the applicant is currently employed.
- If the applicant is not teaching at an Indiana school, type that information in the **Description** field.

Click the **Submit Employer** button to submit the information.

Role Request

Figure 22: *Role Request* Page



The screenshot shows the 'Role Request' page. At the top, there is a breadcrumb trail: [Home](#) > [My LVIS](#) > Role Request. Below this, a message states: 'If you are associated with a College, University, or Indiana School you can use this page to request access to your work queue.' Underneath the message, there is a label 'Role Requested:' followed by a drop-down menu with the text 'Select a Role' and a downward arrow. On the right side of the page, there are two sections: 'My Profile' and 'My Application'. The 'My Profile' section contains links: [My LVIS](#), [Edit Profile](#), [Change Password](#), [Edit Educational Background](#), [Degree Change Request](#), [Current Employment](#), [Role Request](#), and [Name Change Request](#). The 'My Application' section contains links: [Add Application](#), [Application Status](#), [Pay Pending Applications](#), [View Test Scores](#), [View/Print Licenses](#), [Professional Growth Plan](#), and [Professional Development Plan](#).

The Role Request page is used to request viewing permissions related to duties as an LA, CTE Director, School Corporation Authority or School Building Administrator.

Select the desired role from the drop-down menu:

- License Advisor
- School Building Administrator
- School Corporation Authority
- Career and Technical Education (CTE) Director

Figure 23: School/College Affiliated on Role Request

[Home](#) > [My LVIS](#) > Role Request

If you are associated with a College, University, or Indiana School you can use this page to request access to your work queue.

Role Requested: School Corporation Authority

School/College Affiliated: Select an Affiliation **Add**

School/College Affiliated
Anderson Community School Corp - 5275 Remove

Send Request | **Reset**

My Profile

- [My LVIS](#)
- [Edit Profile](#)
- [Change Password](#)
- [Edit Educational Background](#)
- [Degree Change Request](#)
- [Current Employment](#)
- [Role Request](#)
- [Name Change Request](#)

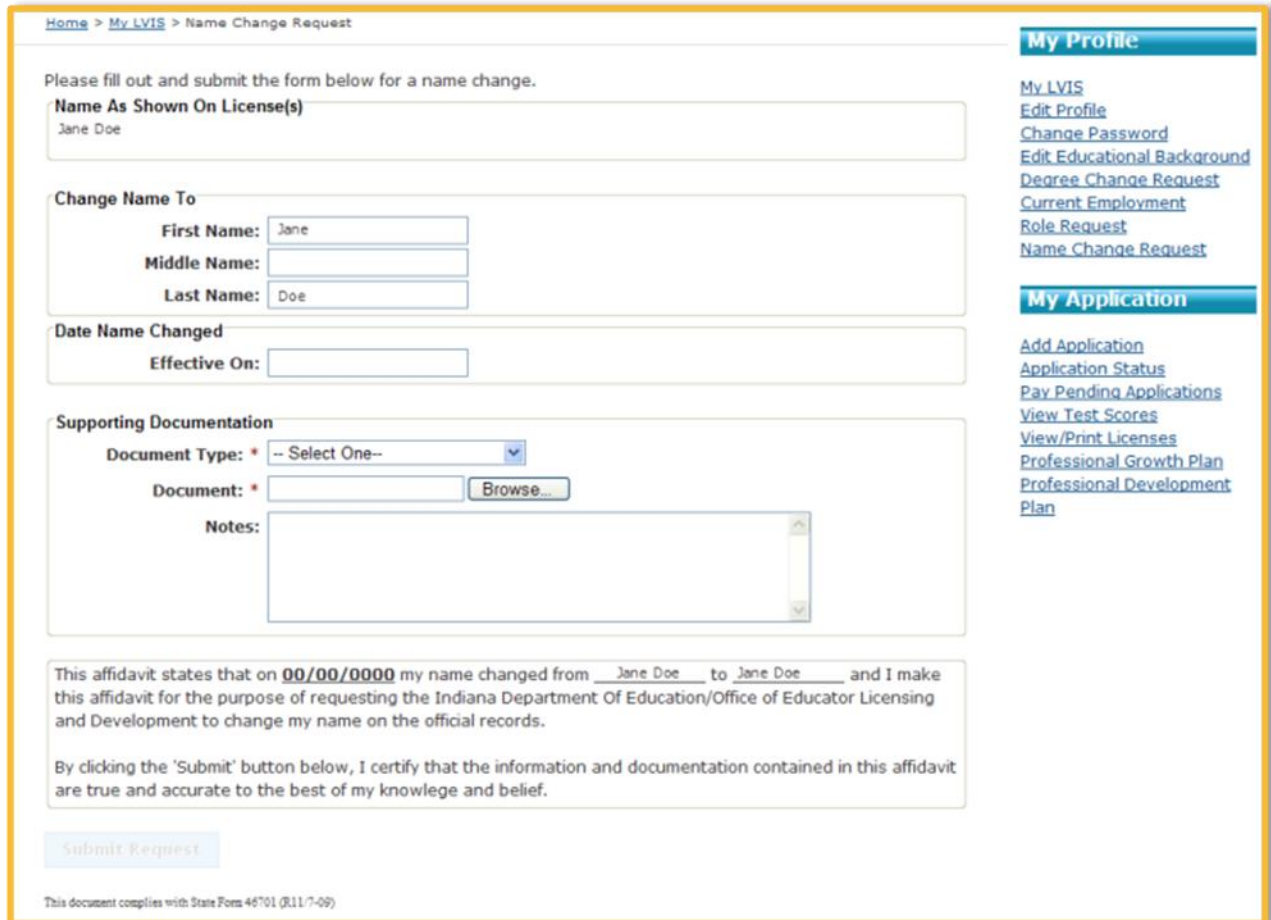
My Application

- [Add Application](#)
- [Application Status](#)
- [Pay Pending Applications](#)
- [View Test Scores](#)
- [View/Print Licenses](#)
- [Professional Growth Plan](#)
- [Professional Development Plan](#)

Select the school or college from the drop-down menu (see Figure 23). Click the **Add** button to save the information. The information will appear on the screen in a table. Click the **Send Request** Button to send the request to IDOE. Click the **Reset** button to reset the fields. The applicant will see a confirmation screen verifying the submission of the role request.

Name Change Request

Figure 24: Name Change Request Page



Home > My LVIS > Name Change Request

Please fill out and submit the form below for a name change.

Name As Shown On License(s)
Jane Doe

Change Name To
First Name: Jane
Middle Name:
Last Name: Doe

Date Name Changed
Effective On:

Supporting Documentation
Document Type: * -- Select One--
Document: * Browse...
Notes:

This affidavit states that on 00/00/0000 my name changed from Jane Doe to Jane Doe and I make this affidavit for the purpose of requesting the Indiana Department Of Education/Office of Educator Licensing and Development to change my name on the official records.

By clicking the 'Submit' button below, I certify that the information and documentation contained in this affidavit are true and accurate to the best of my knowledge and belief.

[Submit Request](#)

This document complies with State Form 46701 (R11/7-09)

My Profile
[My LVIS](#)
[Edit Profile](#)
[Change Password](#)
[Edit Educational Background](#)
[Degree Change Request](#)
[Current Employment](#)
[Role Request](#)
[Name Change Request](#)

My Application
[Add Application](#)
[Application Status](#)
[Pay Pending Applications](#)
[View Test Scores](#)
[View/Print Licenses](#)
[Professional Growth Plan](#)
[Professional Development Plan](#)

To change the name as shown on the license(s), fill in the following fields (see Figure 24):

In the Change Name To section:

- **First Name** – Type the applicant's legal first name.
- **Middle Name** – Type the applicant's legal middle name.
- **Last Name** – Type the applicant's legal last name.

In the Date Name Changed section:

- **Effective On** – Type the date on which the name change became effective.

In the Supporting Documentation section:

- **Document Type (required)** – Select the type of document from the drop-down menu. Options include the following:
 - Divorce Decree
 - Driver's License
 - Legal Name Change Affidavit
 - State Issued Marriage License

- **Document (required)** – Click the **Browse** button to select the document from a computer.
- **Notes** – Type any additional information in this field.

Review the affidavit at the bottom of the page.

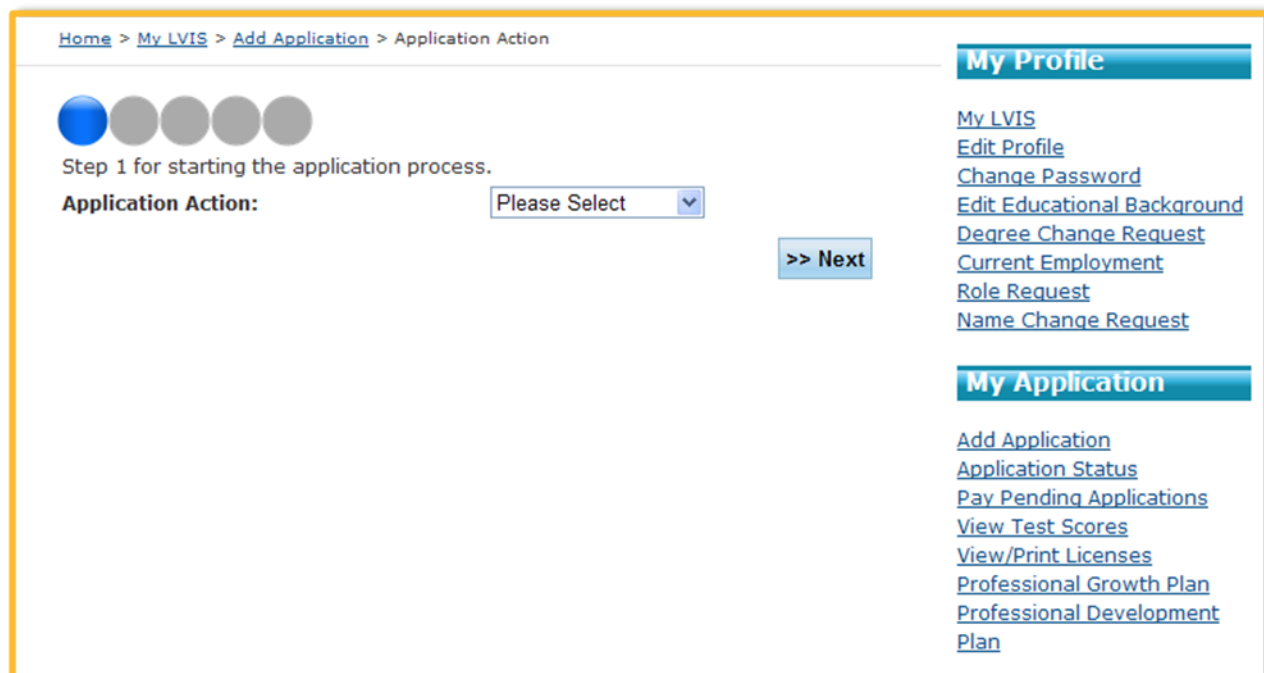
Click the **Submit Request** button to submit the changes.

My Application

The following subsections are part of the *My Application* section.

Add Application

Figure 25: Add Application Page



In the **Application Action** field, select the correction action from the drop-down menu (see Figure 25). Options include the following:

- **Addition** – Complete the following fields:
 - **Previous Licenses** – Select the correct license from the drop-down menu.
 - **Select Permit Type** – Select the correct permit type from the drop-down menu.
 - General Elementary | Bulletin 192 | 4/11/2016
 - **Subject and/or Endorsement Areas** – Type the areas the applicant is qualified to teach in this field.

Click the **Coursework** radio button to renew with coursework.

Click the **PRAXIS Exam** radio button to renew with PRAXIS Exam scores:

- **Conversion** – Complete the following fields:
 - Previous licenses
 - Subject and/or Endorsement Areas (if required)
- **Original** – Complete the following fields:
 - **Application Type** – Select the correct application type from the drop-down menu:
 - **Administrative** – This option opens an additional field:
 - **Requirement Type:**
 - Building Level Administrator License

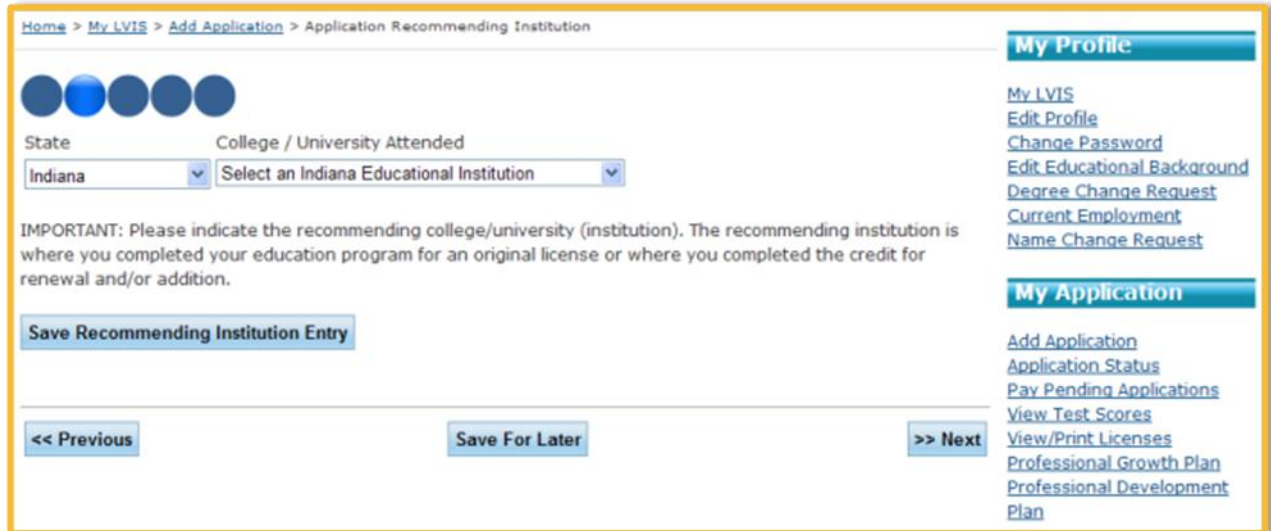
- CTE Director License
- Director of Curriculum and Instruction License
- Director of Exceptional Needs License
- Superintendent's License
- Educational Interpreter – This option opens an additional field:
 - **Requirement Type:**
 - Educational Interpreter Permit by EIPA
 - Educational Interpreter Permit by NRID
 - Educational Interpreter Emergency
- Educational Permit – This option opens an additional field:
 - **Select Permit Type**
 - Emergency Permit
 - Reciprocal Permit
 - Substitute Teacher Permit
 - Visiting Teacher
- Instructional – This option opens an additional field:
 - **Requirement Type:**
 - Communications Disorders
 - Original Instructional
- School Services
- Temporary Superintendent
- Workplace Specialist
- **Subject and/or Endorsement Areas** – Type the areas the applicant is qualified to teach in this field.
- **Professionalization**
 - **Previous Licenses** – Select the correct license from the drop-down menu.
 - **Add content areas** – To add content areas, place a check mark in the check box. This will bring up the **Subject and/or Endorsement Areas** field.
 - **Subject and/or Endorsement Areas** – Type the areas the applicant is qualified to teach in this field.
- **Renewal**
 - **Previous Licenses** – Select the correct license from the drop-down menu.
 - **Add content areas** – To add content areas, place a check mark in the check box. This will bring up the **Subject and/or Endorsement Areas** field.
 - **Requirement Type:**
 - Initial Practitioner
 - Renew with In State Coursework
 - **Subject and/or Endorsement Areas** – Type the areas the applicant is qualified to teach in this field.

- **Coursework** – Click this radio button if renewing with coursework.
- **Professional Growth Plan (PGP)**– Click this radio button if renewing with a PGP.
- Click the **Coursework** radio button to renew with coursework.
- Click the **Professional Growth Plan (PGP)** radio button if renewing with a PGP.

Click the **Next** button to move to Step 2. If the application is for an original license, the **Application Type** field selection will determine which screen appears.

For Administrative, Instructional, School Services, and Workplace Specialist Applications

Figure 26: *Application Recommending Institution Page*



The screenshot shows the 'Application Recommending Institution' page. At the top, there is a breadcrumb trail: Home > My LVIS > Add Application > Application Recommending Institution. Below this, there are five blue circular profile icons. The main form area contains two dropdown menus: 'State' (set to 'Indiana') and 'College / University Attended' (with the text 'Select an Indiana Educational Institution'). Below these is an important note: 'IMPORTANT: Please indicate the recommending college/university (institution). The recommending institution is where you completed your education program for an original license or where you completed the credit for renewal and/or addition.' A blue button labeled 'Save Recommending Institution Entry' is positioned below the note. At the bottom of the form are three buttons: '<< Previous', 'Save For Later', and '>> Next'. On the right side, there are two sections: 'My Profile' with links for 'My LVIS', 'Edit Profile', 'Change Password', 'Edit Educational Background', 'Degree Change Request', 'Current Employment', and 'Name Change Request'; and 'My Application' with links for 'Add Application', 'Application Status', 'Pay Pending Applications', 'View Test Scores', 'View/Print Licenses', 'Professional Growth Plan', and 'Professional Development Plan'.

Complete the following fields (see Figure 26):

- **State** – Select the state from the drop-down menu.
- **College/University Attended** –
 - If the applicant selected Indiana in the **State** field, a drop-down menu containing the names of Indiana colleges and universities is available. Select the correct institution from the drop-down menu.
 - If the applicant selected any state other than Indiana in the **State** field, this field is blank. Type the name of the institution.

Click the **Save Recommending Institution Entry** button. The **Application Recommending Institution** page will refresh showing the saved information.

If the information is incorrect or needs to be removed, click the **Remove** button by the name of the institution.

To add an additional recommending institution, click the Add Recommending Institution Entry button. Complete the following fields:

- **State** – Select the state from the drop-down menu.
- **College/University Attended** –
 - If the applicant selected Indiana in the **State** field, a drop-down menu containing the names of Indiana colleges and universities is available. Select the correct institution from the drop-down menu.
 - If the applicant selected any state other than Indiana in the **State** field, this field is blank. Type the name of the institution.

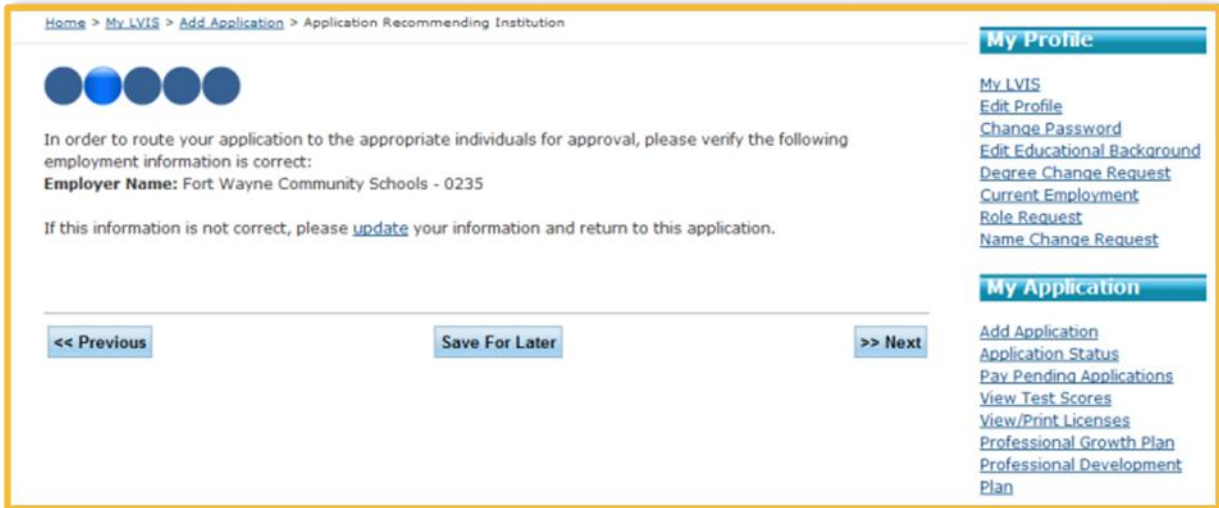
To return to the prior step, click the **Previous** button

To save the information and complete the process at a later time, click the **Save for Later** button.

To move to the next step, click the **Next** button.

For Educational Interpreter, Educational Permit, and Temporary Superintendent Applications

Figure 27: *Application Recommending Institution Page*



Home > My LVIS > Add Application > Application Recommending Institution

My Profile

- My LVIS
- Edit Profile
- Change Password
- Edit Educational Background
- Degree Change Request
- Current Employment
- Role Request
- Name Change Request

My Application

- Add Application
- Application Status
- Pay Pending Applications
- View Test Scores
- View/Print Licenses
- Professional Growth Plan
- Professional Development Plan

In order to route your application to the appropriate individuals for approval, please verify the following employment information is correct:

Employer Name: Fort Wayne Community Schools - 0235

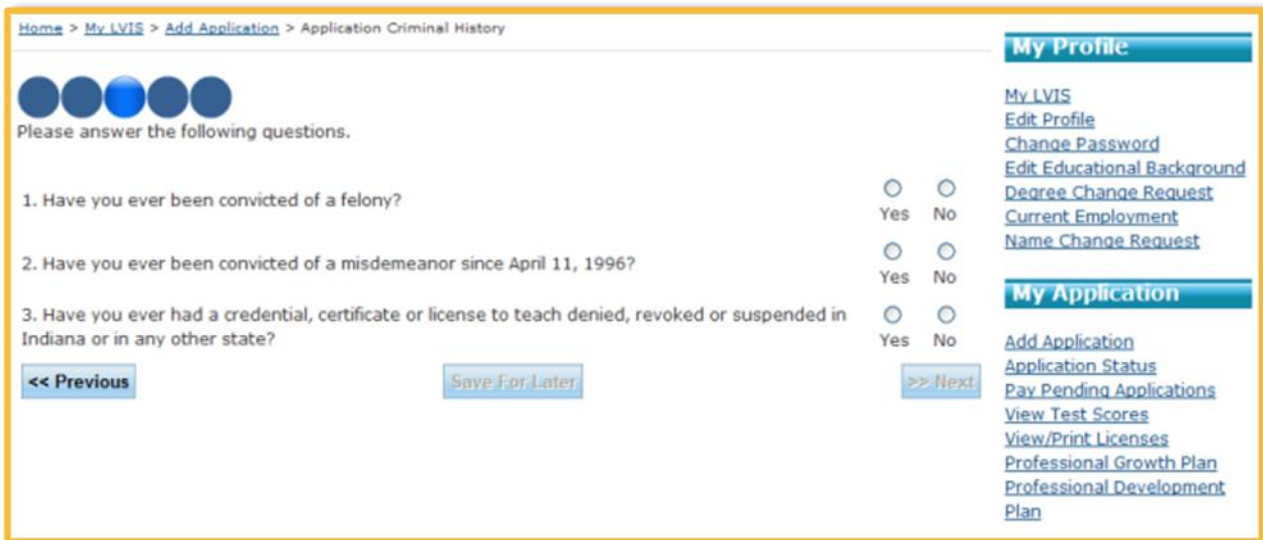
If this information is not correct, please [update](#) your information and return to this application.

<< Previous Save For Later >> Next

If current employment information is already on file, verify the information and click the **Next** button (see Figure 27).

If current employment is not on file, click the *update* hyperlink, and complete the employment information. Return to this page, verify the information, and click the **Next** button.

Figure 28: *Application Criminal History Page*



Home > My LVIS > Add Application > Application Criminal History

My Profile

- My LVIS
- Edit Profile
- Change Password
- Edit Educational Background
- Degree Change Request
- Current Employment
- Name Change Request

My Application

- Add Application
- Application Status
- Pay Pending Applications
- View Test Scores
- View/Print Licenses
- Professional Growth Plan
- Professional Development Plan

Please answer the following questions.

1. Have you ever been convicted of a felony?

☐ Yes
 ☐ No
2. Have you ever been convicted of a misdemeanor since April 11, 1996?

☐ Yes
 ☐ No
3. Have you ever had a credential, certificate or license to teach denied, revoked or suspended in Indiana or in any other state?

☐ Yes
 ☐ No

<< Previous Save For Later >> Next

Click the **Yes** or **No** radio button to answer each question (see Figure 28). Clicking the **Yes** radio button for any of the questions will open an additional text box (see Figure 29).

Figure 29: Application Criminal History Expanded Page

Home > My LVIS > Add Application > Application Criminal History

My Profile

My LVIS
[Edit Profile](#)
[Change Password](#)
[Edit Educational Background](#)
[Degree Change Request](#)
[Current Employment](#)
[Name Change Request](#)

My Application

[Add Application](#)
[Application Status](#)
[Pay Pending Applications](#)
[View Test Scores](#)
[View/Print Licenses](#)
[Professional Growth Plan](#)
[Professional Development Plan](#)

Please answer the following questions.

1. Have you ever been convicted of a felony? ☒ Yes ☐ No

2. Have you ever been convicted of a misdemeanor since April 11, 1996? ☒ Yes ☐ No

3. Have you ever had a credential, certificate or license to teach denied, revoked or suspended in Indiana or in any other state? ☒ Yes ☐ No

Please enter a brief description for the reason you answered 'Yes' to any of the Criminal History questions.
Please ensure you include the following documentation:

1. Written explanation of the circumstances of the denial, suspension or revocation.
2. Copies of official documents from the applicable state licensing agency such as administrative findings of fact, hearing decision (including terms of any suspension/revocation), and notice of re-instatement (if applicable).

Please attach any supportive documentation. The only allowed file types are: pdf, txt, doc, docx, jpg, xls, xlsx, and ppt. File Description is required for any documents you wish to upload.

File Description: **File Path:** [Browse...](#)

[add more documents](#)

[<< Previous](#) [Save For Later](#) [>> Next](#)

Follow the directions above the text box (see Figure 29). Enter up to 4,000 characters to describe the reason for a "Yes" answer to any of the Criminal History questions.

To attach any supportive documentation, complete the following fields:

- **File Description (required)** – Type a description of the file.
- **File Path** – Click the **Browse** button to select the correct file from a computer.

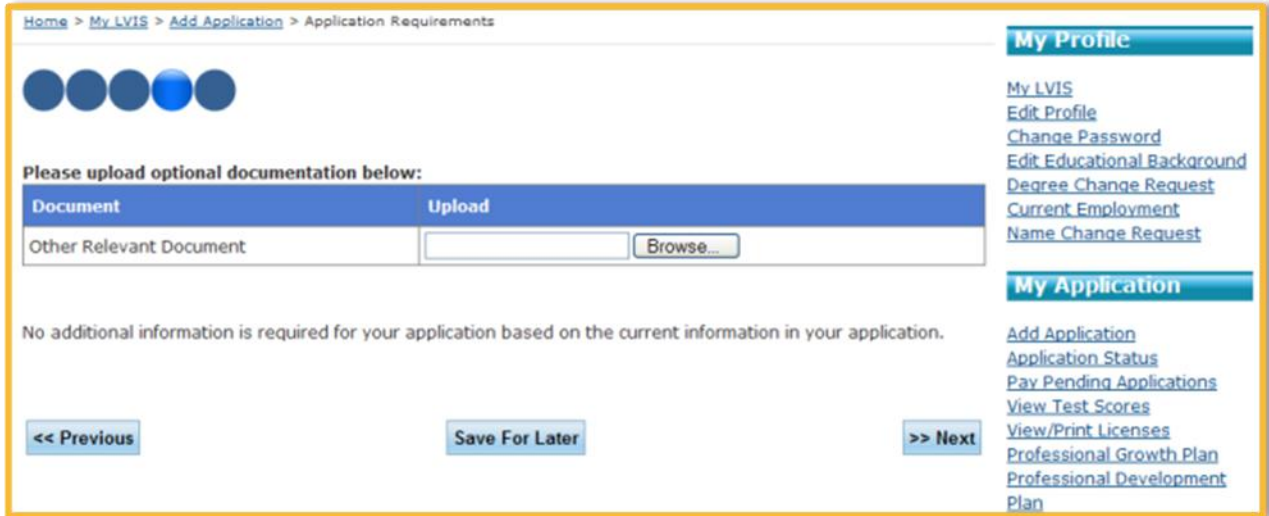
To add additional documents, click the *add more documents* hyperlink.

To return to the prior step, click the **Previous** button.

To save the information and complete the process at a later time, click the **Save for Later** button.

To move to the next step, click the **Next** button.

Figure 30: *Application Requirements Page*



Home > My LVIS > Add Application > Application Requirements

● ● ● ● ●

Please upload optional documentation below:

Document	Upload
Other Relevant Document	<input type="text"/> <input data-bbox="824 527 922 548" type="button" value="Browse..."/>

No additional information is required for your application based on the current information in your application.

<< Previous Save For Later >> Next

My Profile

[My LVIS](#)
[Edit Profile](#)
[Change Password](#)
[Edit Educational Background](#)
[Degree Change Request](#)
[Current Employment](#)
[Name Change Request](#)

My Application

[Add Application](#)
[Application Status](#)
[Pay Pending Applications](#)
[View Test Scores](#)
[View/Print Licenses](#)
[Professional Growth Plan](#)
[Professional Development Plan](#)

Upload all required documentation. Depending on the type of license, document requirements will vary. Click the **Browse** button to select the correct files (see Figure 30).


To return to the prior step, click the **Previous** button

To save the information and complete the process at a later time, click the **Save for Later** button.

To move to the next step, click the **Next** button.

Figure 31: *Confirm Your Application Page*

Home > My LVIS > Add Application > Application Summary



Confirm Your Application

Instructions:

1. Please review your application carefully.
2. To return to previous steps in the application process, use the 'Previous' button below.
3. When you have reviewed this entire page and are sure that the information is accurate, sign the application by clicking the 'Submit Application' button.

Step 1: Action Requested

Application Action: Original
Application Type: Instructional
Content Area: K-12

Step 2: Recommending Institution

College/University	State
Indiana University/Purdue University/Fort Wayne	Indiana

Step 3: Criminal History

Have you ever been convicted of a felony: **No**
Have you ever been convicted of a misdemeanor since April 11, 1996: **No**
Have you ever had a credential, certificate or license to teach denied, revoked or suspended in Indiana or in any other state: **No**
No Criminal History documents for this application.

Step 4: Application Requirements

Step 5: Loyalty Affidavit

I solemnly swear (or affirm) that I will support the Constitutions of the United States of America and of the State of Indiana.

By clicking the 'Submit' button below, I certify that the information contained in this application for licensure in Indiana is true and accurate to the best of my knowledge and belief. Misrepresentations made in this application may constitute grounds to deny, suspend, or revoke a license.

My Profile

[My LVIS](#)
[Edit Profile](#)
[Change Password](#)
[Edit Educational Background](#)
[Degree Change Request](#)
[Current Employment](#)
[Name Change Request](#)

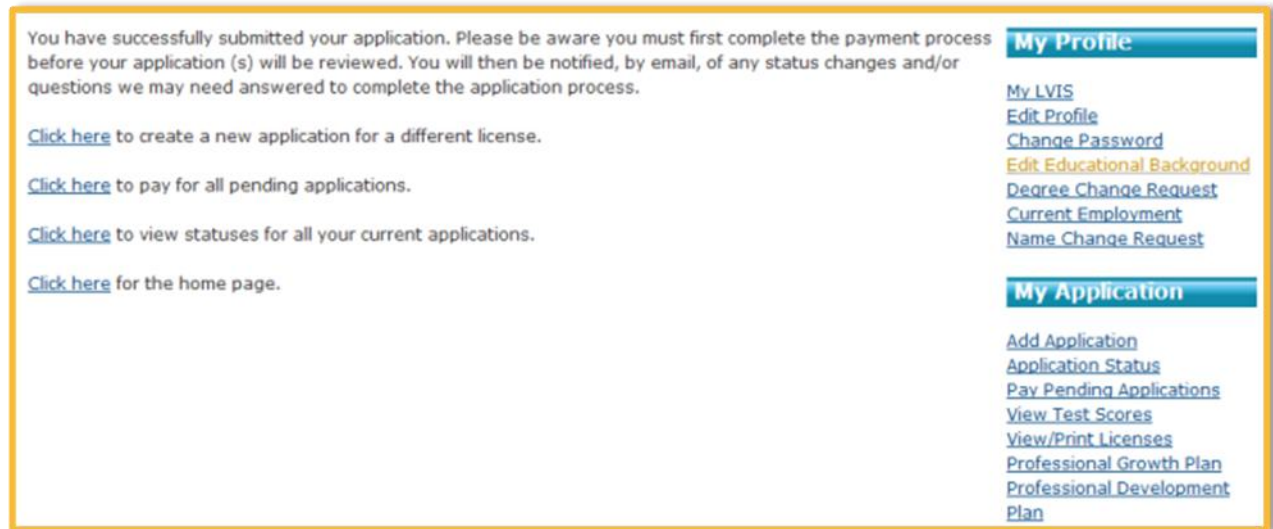
My Application

[Add Application](#)
[Application Status](#)
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Complete the following actions (see Figure 31):

- Review the application.
- Return to the previous steps by clicking the **Previous** button to make corrections or changes.
- When the application is complete and accurate, submit the application by clicking the **Submit Application** button.

Figure 32: *Verification of Submission Page*

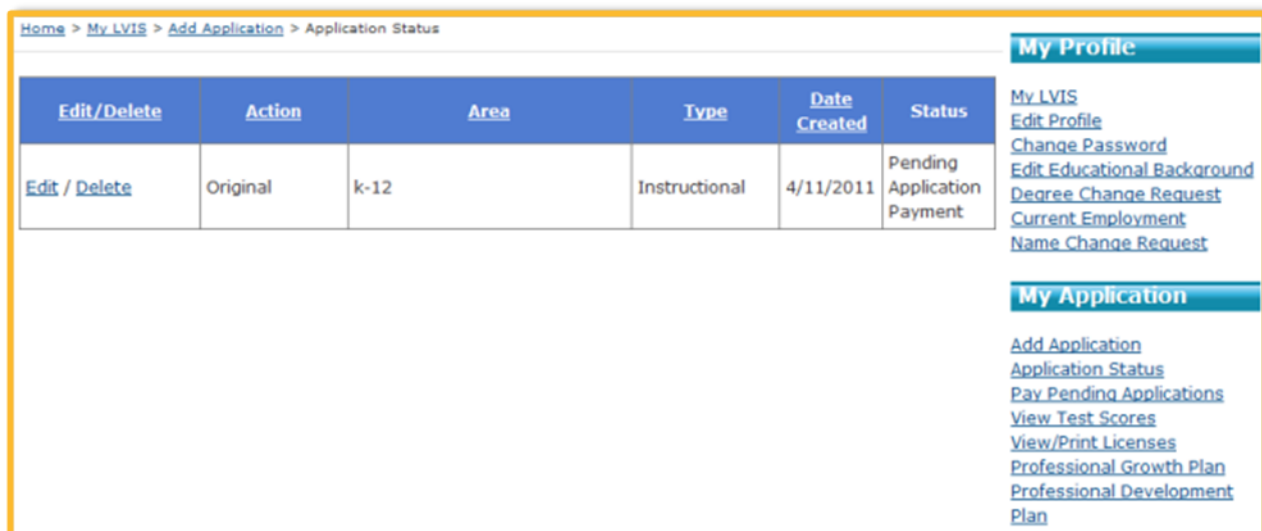


The following actions are available from this page (see Figure 32):

- New application for a different license – Click the *Click here* hyperlink.
- Pay for all pending applications – Click the *Click here* hyperlink.
- View status of current applications – Click the *Click here* hyperlink.
- Return to the *Home* page – Click the *Click here* hyperlink.

Application Status

Figure 33: *Application Status* Page



Home > My LVIS > Add Application > Application Status

Edit/Delete	Action	Area	Type	Date Created	Status
Edit / Delete	Original	k-12	Instructional	4/11/2011	Pending Application Payment

My Profile

[My LVIS](#)
[Edit Profile](#)
[Change Password](#)
[Edit Educational Background](#)
[Degree Change Request](#)
[Current Employment](#)
[Name Change Request](#)

My Application

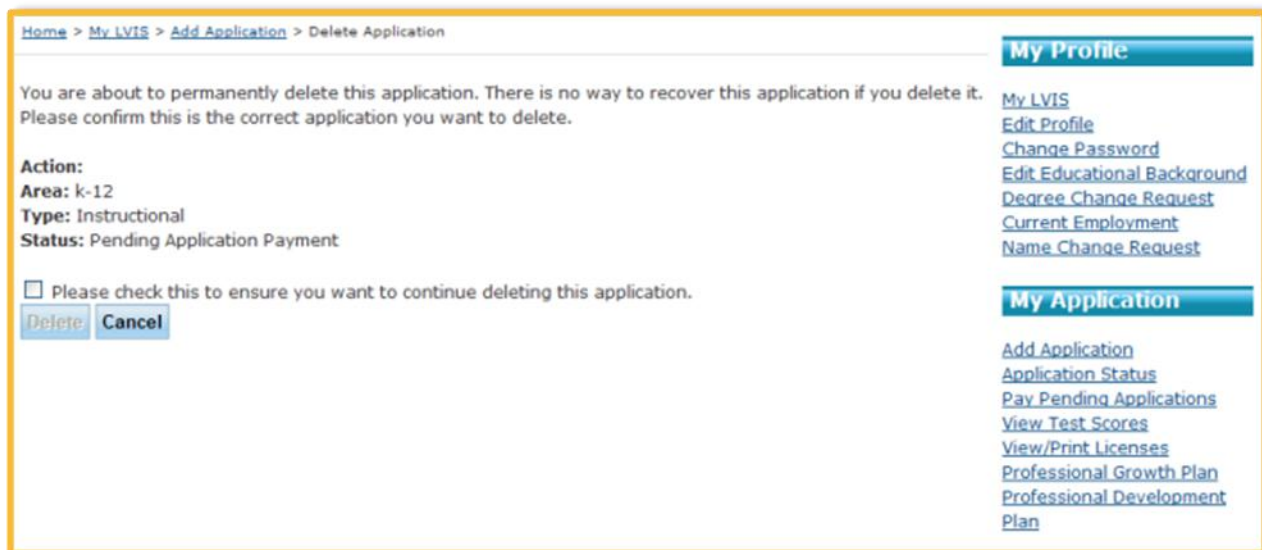
[Add Application](#)
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The *Application Status* page lists applications currently in the system (see Figure 33). From this page, the applicant may click the *Edit* or *Delete* hyperlinks.

Click the *Edit* hyperlink to return to the beginning of the application process.

Click the *Delete* hyperlink to delete this application.

Figure 34: *Delete Application* Page



Home > My LVIS > Add Application > Delete Application

You are about to permanently delete this application. There is no way to recover this application if you delete it. Please confirm this is the correct application you want to delete.

Action:
Area: k-12
Type: Instructional
Status: Pending Application Payment

☐ Please check this to ensure you want to continue deleting this application.

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My Application

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Review the information on the screen (see Figure 34). To permanently delete the application, place a check mark in the check box, and then click the **Delete** button.

To cancel deleting the application, click the **Cancel** button.

Pay Pending Applications

Figure 35: *Pay Pending Applications* Page

Home > My LVIS > Add Application > Pay Pending Application

Area	Action	Type	Date Created	Fee	Pay?
k-12	Original	Instructional	04/11/2011	\$35.00	<input type="checkbox"/>

Sub Total: \$0.00

A processing fee will be added to your charge.

Billing Information:

Name on card: *

Address: *

Address2:

City: *

State: *

Postal Code: *

Phone: *

Credit Card Information:

Card Type: *

Card Number: *

Expiration Month: *

Expiration Year: *

CC Verification Code: *

You cannot complete this transaction until you have selected at least one application to pay for.
Please select one or more of the above applications you want to pay for.

[Review Summary](#)

My Profile

[My LVIS](#)
[Edit Profile](#)
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My Application

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The table at the top of the screen lists the pending applications (see Figure 35). To pay for an application, place a check mark in the check box in the **Pay** column of the table. The total amount for the application(s) is displayed in the **Sub-Total** field.

In the Billing Information section:

- **Name on card (required)** – Type the name as it appears on the credit card.
- **Address (required)** – Type the billing address.
- **Address2** – Type the additional billing address information.
- **City (required)** – Type the billing address city.
- **State (required)** – Select the billing address state from the drop-down menu.
- **Postal Code (required)** – Type the billing address postal code.
- **Phone (required)** – Type the billing phone number.

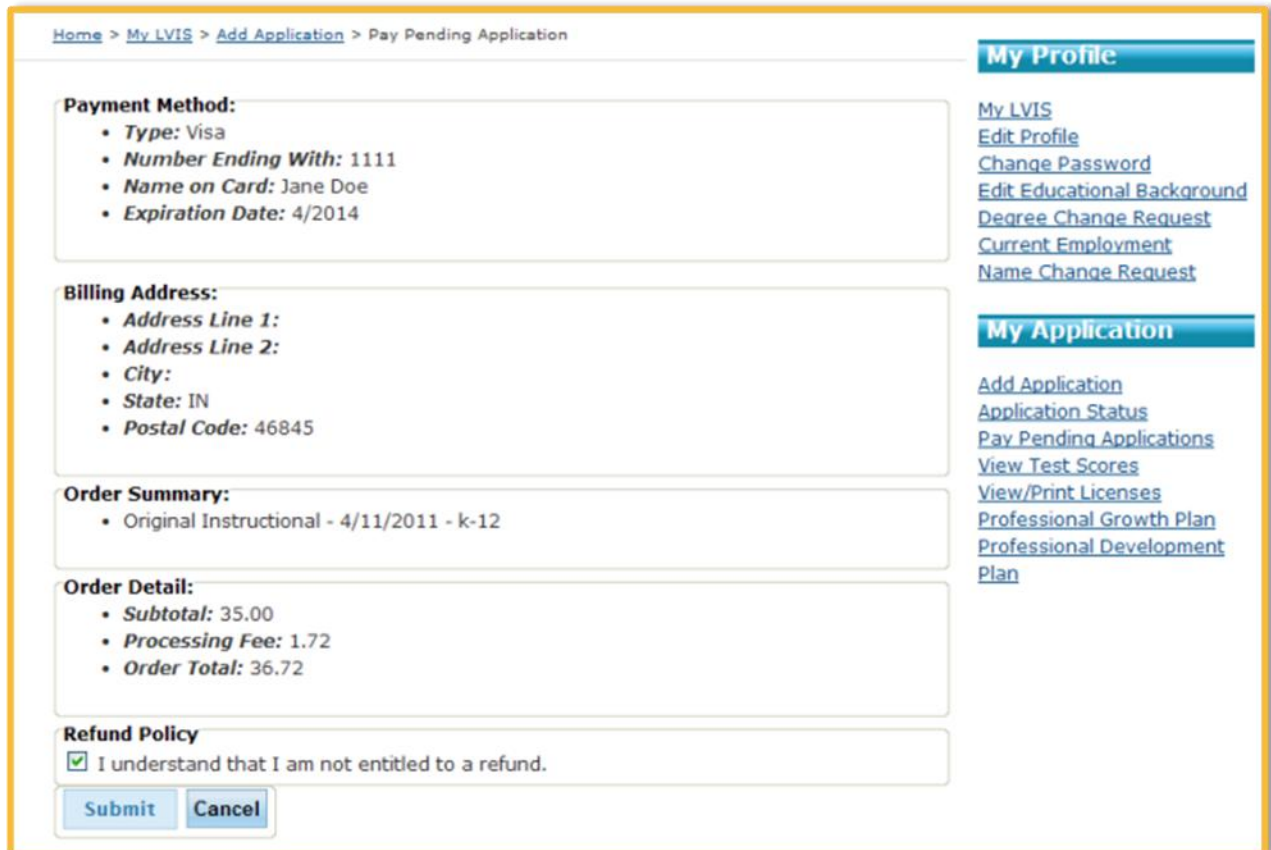
In the Credit Card Information section:

- **Card Type (required)** – Select the card type from the drop-down menu. Card type choices include the following:
 - MasterCard
 - Visa
- **Card Number (required)** – Type the credit card number.
- **Expiration Month (required)** – Select the card expiration date month from the drop-down menu.

- **Expiration Year (required)** – Select the card expiration date year from the drop-down menu
- **CC Verification Code (required)** – Type the verification code from the back of the card.

Click the **Review Summary** button to review the information.

Figure 36: *Pay Pending Application Summary Page*



Home > My LVIS > Add Application > Pay Pending Application

Payment Method:

- **Type:** Visa
- **Number Ending With:** 1111
- **Name on Card:** Jane Doe
- **Expiration Date:** 4/2014

Billing Address:

- **Address Line 1:**
- **Address Line 2:**
- **City:**
- **State:** IN
- **Postal Code:** 46845

Order Summary:

- Original Instructional - 4/11/2011 - k-12

Order Detail:

- **Subtotal:** 35.00
- **Processing Fee:** 1.72
- **Order Total:** 36.72

Refund Policy

☒ I understand that I am not entitled to a refund.

Submit **Cancel**

My Profile

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Review the information and place a check mark in the **I understand that I am not entitled to a refund** check box (see Figure 36). Click the **Submit** button to submit the payment or the **Cancel** button to cancel the payment.

Figure 37: *Payment Receipt Page*

[Home](#) > [My LVIS](#) > [Add Application](#) > Payment Receipt

TransactionID: 1532430
 A payment in the amount of, **\$36.72**, for the below transaction has been successfully received by the Indiana Department of Education.

Order Summary:
 Payment of Education License(s)

Order Detail:

Subtotal:	\$35.00
Processing Fee:	\$1.72
Order Total:	\$36.72

Please print this page off as a receipt of the transaction.
 Thank you,
 Office of Educator Licensing & Development

 Indiana Department Of Education
 151 West Ohio Street
 Indianapolis, Indiana 46204

 Phone: 317-232-9010
 Fax: 317-232-9023
 Email: licensinghelp@doe.in.gov

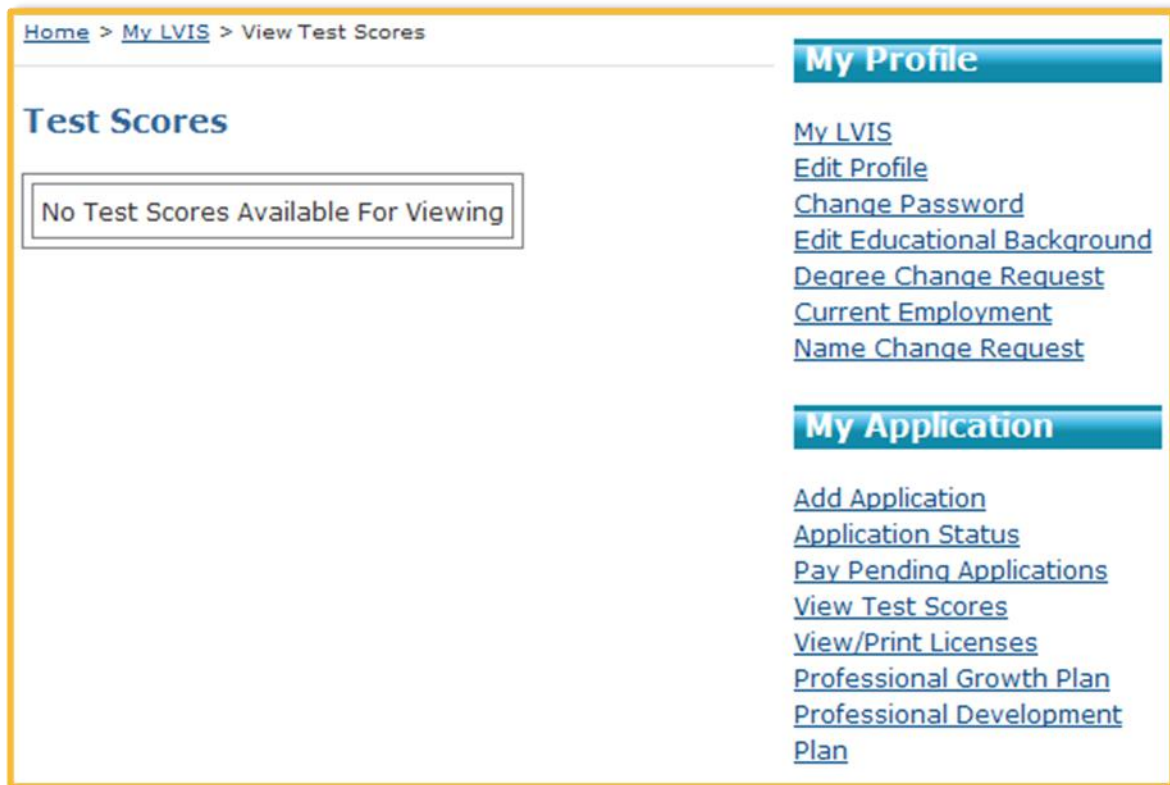
My Profile
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This page summarizes your application payment (see Figure 37).

View Test Scores

Figure 38: *View Test Scores* Page



On the *View Test Scores* page, the test scores are available for review (see Figure 38).

View/Print License

Figure 39: *Print License Page*

[Home](#) > [My LVIS](#) > [Add Application](#) > View/Print Licenses

Please select which License to View or Print (via PDF).

License	Issued	View	Printable PDF
Professional Educator's License	04/11/2011	View	Download PDF

My Profile

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- [Change Password](#)
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My Application

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On the *View/Print License* page, the licenses available for printing are listed (see Figure 39).

Professional Growth Plan

Figure 40: Application Professional Growth Plan Historical Page

[Home](#) > [My LVIS](#) > [Add Application](#) > Application Professional Growth Plan Historical

All of your existing Professional Growth Plans (PGP) have been committed to license.

Please [create a new](#) PGP for renewing your next license.

No items have been added to this PGP.

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- [Edit Educational Background](#)
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- [Current Employment](#)
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My Application

- [Add Application](#)
- [Application Status](#)
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- [View/Print Licenses](#)
- [Professional Growth Plan](#)
- [Professional Development Plan](#)

From the *Application Professional Growth Plan Historical* page, the applicant can begin or edit a PGP (see Figure 40). The table at the top of the screen lists current PGPs.

To add a new PGP, click the *create a new* hyperlink. On the following screen, click the **Create New PGP** button. To return to the previous screen, click the **Previous** button.

To edit a current PGP, click the *Edit* hyperlink.

Figure 41: Application Professional Growth Plan Page

Home > My LVIS > Add Application > Application Professional Growth Plan

PGP Information:

Name: Jane Doe - PGP - Monday, April 11, 2011

Create Date: Monday, April 11, 2011

No items have been added to this PGP.

0 of 90 PGP points required

Experience Information:

Please include a detailed description and/or documents for verification of your experience.

Category: --Please Select--

Date of Activity:

Hours:

Description of Activity:

The only allowed file types are: pdf, txt, doc, docx, jpg, xls, xlsx, and ppt.

File to Upload (Optional):

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[Name Change Request](#)

My Application

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In the PGP Information section, the applicant will see (see Figure 41):

- **Name** – This displays the applicant's name and...
- **Create Date** – This displays the date the PGP was created.
- **Number of Items That Have Been Added to This PGP** – This displays the total number of items that have been added to the PGP.
- **Points** – This displays the total number of points out of the 90 PGP points required.

In the Experience Information section:

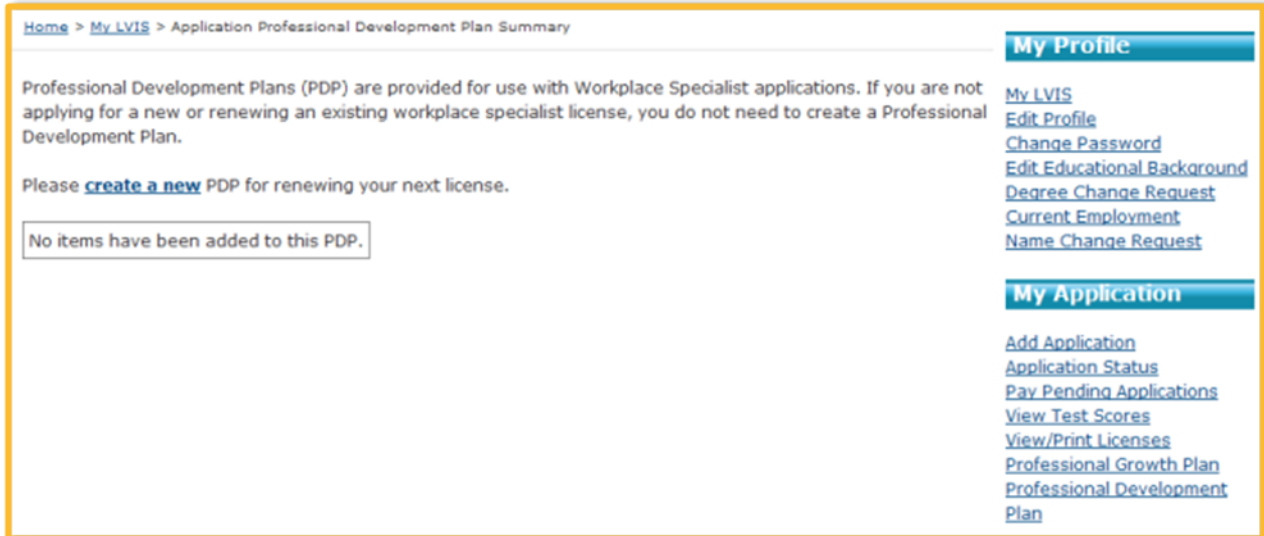
- **Category** – Select the category from the drop down menu. Options include:
 - In Service
 - Professional Conference
 - Workshop/Institute
 - Mentoring New Educator
 - Cooperating Teacher for Student Teacher
 - Cooperating Teacher for Undergrad Practicum/Field Experience Students
 - Presentation
 - Curriculum Development
 - Professional Program/Committee

- School Accreditation/School Improvement Plan
 - College Credit
 - Education Publication/Research
 - Other
- **Date of Activity** – Type the date on which the activity occurred.
- **Hours** – Type the number of hours for this one particular experience.
- **Description of Activity** – Type a description of the activity in the text box.
- **File to Upload (Optional)** – Click the **Browse** button to select the correct file from the computer.
- **Save** – Click the **Save** button to save the information

Click the **Previous** button to return to the previous screen.

Professional Development Plan

Figure 42: Application Professional Development Plan Summary Page



Home > My LVIS > Application Professional Development Plan Summary

Professional Development Plans (PDP) are provided for use with Workplace Specialist applications. If you are not applying for a new or renewing an existing workplace specialist license, you do not need to create a Professional Development Plan.

Please [create a new](#) PDP for renewing your next license.

No items have been added to this PDP.

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- [View/Print Licenses](#)
- [Professional Growth Plan](#)
- [Professional Development Plan](#)

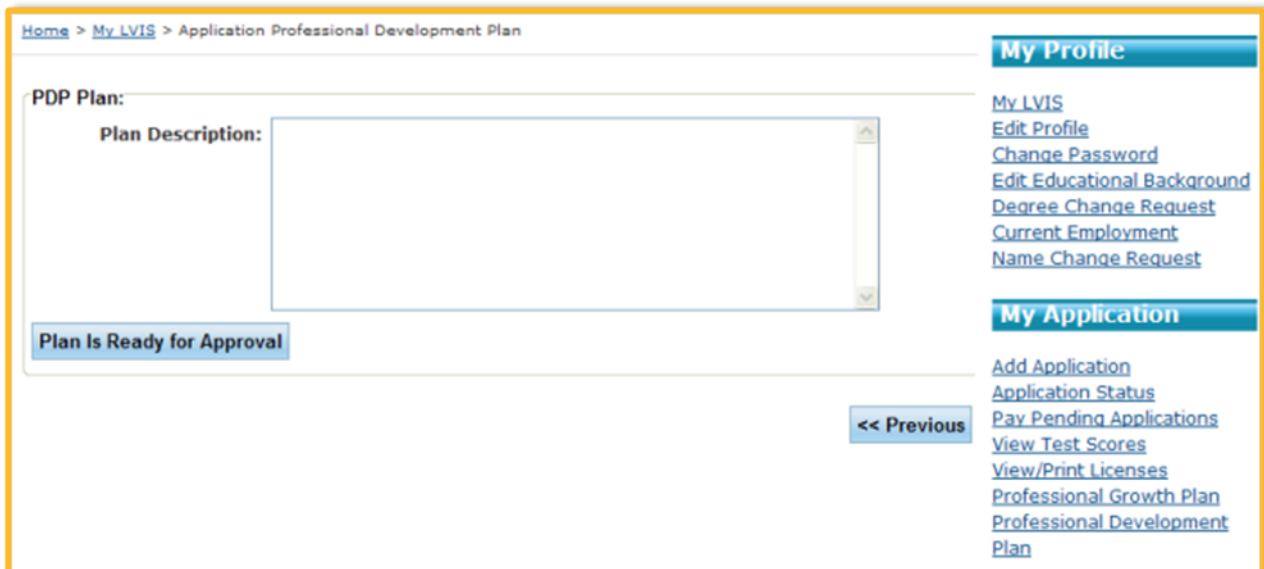
PDPs are provided for use with Workplace Specialist applications. If you are not applying for a new or renewing an existing Workplace Specialist License, you do not need to create a PDP.

From the *Professional Development* page, the applicant can begin or edit a PDP. The table at the top of the screen lists current PDPs (see Figure 42).

To add a new PDP, click the *create a new* hyperlink. On the following screen, click the **Create New PDP** button. To return to the previous screen, click the **Previous** button.

To edit a current PDP, click the *Edit* hyperlink.

Figure 43: Application Professional Development Plan Page



Home > My LVIS > Application Professional Development Plan

PDP Plan:

Plan Description:

Plan Is Ready for Approval

<< Previous

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My Application

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- [View/Print Licenses](#)
- [Professional Growth Plan](#)
- [Professional Development Plan](#)

In the PDP Plan section, the applicant will see a **Plan Description** text box field (see Figure 43). Type the required information in the text box. Click the **Plan is Ready for Approval** button to submit the information. A notification that the PDP is ready for approval will appear.

Click the Previous button to return to the previous screen.

License Advisor Information

The following subsections are part of the *License Advisor Information* section.

Work Queue (License Advisor List Page)

Figure 44: License Advisor List Page

[Home](#) > [My LVIS](#) > License Advisor List

IDOE welcomes **[REDACTED]** to the LVIS portal.

[REDACTED]

[REDACTED]

License Advisor for Indiana University/Purdue University/Fort Wayne

Indiana University/Purdue University/Fort Wayne Work Queue

First Name	Last Name	Area	Date Created	
[REDACTED]	[REDACTED]	Russian	1/25/2011	Code Application
[REDACTED]	[REDACTED]	Admin	1/28/2011	Code Application
[REDACTED]	[REDACTED]	social worker	4/1/2011	Code Application
[REDACTED]	[REDACTED]	Historical Perspectives	4/1/2011	Code Application
[REDACTED]	[REDACTED]	Rules 2002 - Professional Educator License / Instructional / Accomplished Practitioner	4/1/2011	Code Application
[REDACTED]	[REDACTED]	Rules 2002 - Professional Educator License / Instructional / Proficient Practitioner	4/1/2011	Code Application
[REDACTED]	[REDACTED]	counselor	4/14/2011	Code Application
[REDACTED]	[REDACTED]	Psychology	4/14/2011	Code Application
[REDACTED]	[REDACTED]	Russian	4/14/2011	Code Application
[REDACTED]	[REDACTED]	BLA	4/14/2011	Code Application
[REDACTED]	[REDACTED]	russian	4/25/2011	Code Application

Total number of licenses in work queue: 17

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License Advisor Information

[Work Queue](#)
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Click the *Code Application* hyperlink to begin the process (see Figure 44).

Figure 45: Applicant Information Section on the *License Advisor Detail* Page

Home > My LVIS > License Advisor Detail

License Advisor Detail

Applicant Information

First Name	Middle Name	Last Name
Jane		Doe
Address 1		Address 2
City	State	Postal Code
	IN	
SSN	Email	
*****5454		

Application Details

LicenseID	Coding Action	Credential Type	Content Area
	Original	Instructional	k-12

Recommending Institution

School	State
Indiana University/Purdue University/Fort Wayne	Indiana

Attached Documentation

No documents attached.

Highest Degree Obtained

Please Select ▼

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[Current Employment](#)
[Name Change Request](#)

My Application

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[Professional Growth Plan](#)
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License Advisor Information

[Work Queue](#)
[Application Search](#)

The Applicant Information section contains the applicant information as entered during the application process (see Figure 45).

The Applicant Details section contains the license information as entered during the application process.

The Recommending Institution section contains the education information as entered during the application process.

The Attached Documentation section lists all documents attached by the applicant.

The **Highest Degree Obtained** field shows the degree as selected by the applicant.

Figure 46: Coding a License Section on the *License Advisor Detail Page*

Coding a License:

As a licensing advisor you are required to code the license, action and/or content areas for which the applicant is eligible. Please select the correct license information from menus below. If you are coding an addition, please select the rule basis appropriate to the addition, NOT the rule basis under which the applicant may have obtained the initial license. Restrictions about additions to licenses issued under prior rules no longer apply.

Next, select the appropriate content area and grade coverage. When you have made all required selections, click on "Add Content Area for Coding." If you are coding multiple content areas, repeat these steps. When you have completed coding, click "Finalize Coding" to view a summary of your work and approve the credential.

Select License Credentials and Content Area(s):

Coding Action: Original

Rules Basis: Please Select

Credential Type:

Category:

Proficiency:

School Setting:

Content Area:

Competency:

Content Areas:

No Content Areas Added

CPR Requirement:

☐ I certify that I have seen a valid certificate from an approved provider verifying that the applicant has completed training in cardiopulmonary resuscitation that includes a test demonstration on a mannequin and removing a foreign body causing an obstruction in an airway through the Heimlich maneuver. A list of the approved providers may be found at [CPR Providers](#)

Return to Queue

Finalize Coding

Re-route Application

Deny Application

As a licensing advisor, you are required to code the license, action, and/or content areas for which the applicant is eligible. In the Coding a License section, the LA will code the license using a series of drop-down menus (see Figure 46). Please select the correct license information from the menus. Options displayed in the menus will vary based on previous selections. For example, the selection made in the **Rules Basis** field will determine which options are shown in the **Credential Type** field.

Complete the following fields:

- Select License Credentials and Content Area(s)
 - **Coding Action**
 - Additional – If you are coding an addition, please select the rule basis appropriate to the addition, NOT the rule basis under which the applicant may have obtained the initial license. Restrictions about additions to licenses issued under prior rules no longer apply.
 - Original
 - Renewal
 - Professionalize
 - Conversion
 - **Rules Basis**
 - NA
 - Bulletin 94
 - Bulletin 192
 - Bulletin 400
 - Rules 46-47
 - Rules 2002
 - REPA
 - **Credential Type**
 - Substitute (N/A)
 - First Grade (Bulletin 94)
 - Permanent (Bulletin 94)
 - First Grade (Bulletin 192)
 - Permanent (Bulletin 192)
 - Professional (Bulletin 192)
 - Provisional (Bulletin 192)
 - Other (Bulletin 400)
 - Professional (Bulletin 400)
 - Provisional (Bulletin 400)
 - Reciprocal (Bulletin 400)
 - **Category**
 - Administration and Supervision
 - General Elementary
 - Nursery School Kindergarten
 - Junior High/Middle School
 - School Services Personnel
 - Secondary

- Early Childhood
- Instructional Supervision
- Kindergarten – Primary
- All Grade
- Senior High – Junior/Middle
- **Proficiency**
 - NA
 - Accomplished Practitioner
 - Initial Practitioner
 - Proficient Practitioner
 - Temporary Superintendent

Based on the selections, the license duration is displayed under the **Proficiency** field in red.

- **School Setting**
 - 1-8
 - K-12
 - K-9
 - N-K
 - None
 - Pre-Kindergarten
 - All Schools
 - High School
 - Middle School / Junior High
 - Elementary / Intermediate
 - Elementary / Primary
 - Preschool
 - 5-12
 - 7-12
 - 9-12
 - P-12
 - N/A
- **Content Area**
 - Assistant Principal
 - Assistant Superintendant
 - Building Level Administrator
 - Director of Career and Technical Education
 - Director of Curriculum and Instruction
 - Director of Exceptional Needs
 - Superintendent

- Arts and Crafts
- Biology
- Business Education
- Business Education with Bookkeeping
- Business Education with Shorthand
- Business Education with Shorthand/Bookkeeping
- Chemistry
- Chinese
- Computer
- Deaf
- Distributive Education
- English
- English as a Second Language
- French
- General Science
- German
- Gifted and Talented
- Greek
- Hebrew
- Industrial Technology
- Interdisciplinary Cooperative Education
- Japanese
- Latin
- Learning Disabled
- Library Science
- Local Coordinator
- Local Supervisor
- Mathematics
- Mild Disabilities
- Mildly Mentally Handicapped
- Music
- Physical Education and Health
- Physically Handicapped
- Physics
- Polish
- Recreation
- Russian
- School Library and Audiovisual Services

- Severe Disabilities
- Social Studies
- Spanish
- Speech and Hearing Therapy
- Teacher of Special Classes
- Turkish
- Vocation Agriculture
- Vocational Home Economics
- Vocational Trade and Industrial Education
- **Competency**
 - None
 - Endorsement
 - Special Area
 - Comprehensive
 - Minor
 - Restricted

Click the **Add Content Area for Coding** button to add the selected content for coding. The information will appear in a table. To remove a content area, click the *Remove* hyperlink by the item to be removed.

Place a check mark in the **CPR Requirement** check box to certify that the LA has seen a valid cardiopulmonary resuscitation (CPR) certificate.

Click the **Return to Queue** button to return to the *My LVIS* page and view the queue.

Click the **Finalize Coding** button to finalize coding the application. This will bring up a *Summary* pop-up window. Add any necessary notes in the blank field. Click the **Approve License** button to approve the license. Click the **Cancel** button to close the window and return to the previous page.

Click the **Re-Route Application** button to re-route the application. This will bring up a *Where to re-route* pop-up window. Click the **Institution** radio button or the **IDOE** radio button to indicate the agency to which the license will be re-routed. Type the reason for the re-route in the **Explanation for re-routing** field. Click the **Re-Route** button to send the application. Click the **Cancel** button to close the window and return to the previous page.

Click the **Deny Application** button to deny an application. This will bring up an *Explanation for denial* pop-up window. Type the reason for denial in the **Explanation for denial** field. Click the **Deny** button to deny the application. Click the **Cancel** button to close the window and return to the previous page.

Application Search

Figure 47: License Advisor Search Page

Home > My LVIS > License Advisor Search

Application Search

Search Column: Search Criteria: Additional Criteria: ☐

First Name	Last Name	Content Area	Date Created	Date Approved	Status	
Hallie	Stokes	russian	4/25/2011		Advisor Material Review	Code Application
Tony	Stark	BLA	4/14/2011		Advisor Material Review	Code Application
Jane	Doe	Russian	4/14/2011		Advisor Material Review	Code Application
Billy	Test	Psychology	4/14/2011		Advisor Material Review	Code Application
Poppy	Regnier	counselor	4/14/2011		Advisor Material Review	Code Application
Susie	Homemaker	General Elementary and Kindergarten	4/14/2011		Advisor Material Review	Code Application
Susie	Homemaker	Government, Economics and World History	4/14/2011		Advisor Material Review	Code Application

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License Advisor Information

[Work Queue](#)
[Application Search](#)

Complete the following fields (see Figure 47):

- **Search Column** – Select the search term from the drop-down menu. Options include the following:
 - Approved Content Area
 - Date Approved On
 - Date Created
 - DOB
 - First Name
 - Last Name
 - License ID
 - SPN
 - SSN
- **Search Criteria** – Type the search criteria.
- **Additional Criteria** – Place a check mark in the **Additional Criteria** check box if the **Search Column** or **Search Criteria** fields are required.

Click the **Search** button to submit the information.

The user may also select an application from the table.

Appendix

This appendix supplies a glossary of terms and additional information.

Glossary of Terms

As we move to our online licensure system, it is a good time to standardize the licensing terminology we use. As you may know, the six versions of licensing rules under which we have licensed teachers in Indiana since 1923 have all used different terminology to refer to roughly comparable licenses and licensing actions. The multitude of terms is confusing to all involved, and we decided to reduce the number of terms we use and to standardize them. Below is a glossary that explains the standard terms and shows what terminology under prior rules it replaces.

Accomplished Practitioner License: This is a ten-year license renewable for ten-year periods issued to an educator that has met the requirements for professionalization of the educator's license. Professionalization requirements for the various license types can be found on the Office of Educator Licensing and Development (OELD) Web site. An Accomplished Practitioner License is equivalent to a professional license under prior rules.

Advanced Degree Evaluation: This is an option authorized by statute for an applicant with a master's degree or higher in a subject that corresponds to a secondary licensure content area. The applicant must have at least one year of teaching experience in grades K – 12 or at the postsecondary level, have passed the licensure exam in the desired content area, and who is certified in cardiopulmonary resuscitation (CPR)/Heimlich maneuver. An eligible applicant receives an Initial Practitioner License indistinguishable from Initial Practitioner Licenses issued to traditional teacher education applicants.

Conversion: This is the action of moving from an Initial Practitioner License to a Proficient Practitioner License. This may also refer to moving from Workplace Specialist I to Workplace Specialist II.

Emergency Permit: This is a one-year permit issued at the request of an employing school district to fill an unmet staffing need. The applicant must have a bachelor's degree and may or may not already hold a teaching license. It is equivalent to a Limited License under prior rules.

Indiana Mentoring and Assessment Program (IMAP): This is the required internship that all educators with Initial Practitioner Licenses must complete in order to be eligible for their five-year Proficient Practitioner License. The educator must enroll in both Year One AND Year Two of IMAP in order to complete the internship.

Initial Practitioner License: This is a two-year license issued to novice teachers, school service personnel, or building level administrators while they complete the IMAP/residency program. The Initial Practitioner License may be renewed two times in order to provide additional time to complete IMAP. Once IMAP is complete, the license holder may convert to a five-year Proficient Practitioner License.

Professionalize: This is the action of moving from a Proficient Practitioner License to an Accomplished Practitioner License.

Proficient Practitioner: This is a five-year license issued to teachers upon completion of IMAP. A Proficient Practitioner License is equivalent to provisional and standard licenses under prior rules.

Transition to Teaching Permit: This is an alternative certification path authorized by statute that provides an abbreviated pedagogy component to persons who already hold a bachelor's degree and meet the grade point average (GPA) requirement. By law, the number of credit hours that can be required by an institution in elementary and secondary transition to teaching programs are limited. The permit is a three-year, nonrenewable permit issued at the request of an employing school corporation for an individual who is enrolled in a Transition to Teaching program for a content area in which the school corporation is experiencing staffing difficulty.

Troops to Teachers Evaluation: This is an evaluation for licensure for military or former military personnel taking into account traditional coursework, training provided by the military, and instructional/teaching experiences such as Junior Reserve Officer Training Corps (JROTC), etc. Troops to Teachers is administered by Defense Activity for Non-Traditional Education Support (DANTES) and eligible applicants may be eligible for educational reimbursement through DANTES. The IDOE does not provide financial assistance or reimbursement; it assists applicants by determining eligibility and providing advice concerning options for completing licensure requirements.

Visiting Teacher Permit: This is a three-year, nonrenewable permit issued at the request of an employing school corporation to a teacher from a foreign country who holds the equivalent of a bachelor's degree from an accredited institution, has completed a teacher education program in the teacher's country, and meets other requirements under 515 IAC.

Workplace Specialist License I: This is an initial two-year license issued at the request of an employing CTE Director to an applicant with documented skill and work experience in a CTE content area. A Workplace Specialist License is not based on a traditional teacher preparation program. During the two-year Workplace Specialist I License period, the license holder must complete a beginning teacher seminar of professional development and pedagogy, demonstrate proficiency in math and language arts, and complete an initial PDP. Upon completion of the requirements, the Workplace Specialist I License may be converted to an initial Workplace Specialist II License at the request of an employing CTE director. The Workplace Specialist I License is comparable to an Initial Practitioner License.

Work Place Specialist II: This is a five-year license issued at the request of an employing CTE Director upon completion of the beginning teacher seminar required of a Workplace Specialist I License holder. It is renewable for five-year periods upon completion of an approved PDP, and creation of a new PDP. A Workplace Specialist II License is comparable to a Proficient Practitioner License.

Additional Information

If an applicant submits an application, but does not pay for it for 45 days, the application will be automatically deleted.

If an applicant starts an application, but does not submit it, it will expire and auto-delete after 14 days.

Once an applicant submits an application and pays for it, the application will always remain within the system.

Coding Licenses FAQ

This section answers questions about coding licenses.

How do you code multiple licenses?

These would appear as individual applications in LVIS, and would be worked accordingly.

What are some typical reasons an LA would route the application to IDOE? Another school?

If the applicant is renewing with coursework from the recommending institution and is also adding a content area with a Praxis II test, the LA would code the renewal and then route the application to IDOE for the Praxis addition. If an applicant accidentally selects the wrong recommending institution, the LA could route the application to the correct recommending institution once that has been identified.

When you enter the Content Area, is it required to click the Add Content for Coding?

Yes. The content must show up in the Content Area for your review in order to proceed with that content.

What happens when the LA incorrectly codes the license?

The LA must contact DOE as soon as possible.